

OFFICE OF INSTITUTIONAL RESEARCH & REPORTING
DATA REQUEST FORM

TODAY'S DATE: ____/____/____

REQUEST NEEDED BY: ____/____/____

CONTACT NAME: _____ DEPARTMENT: _____

E-MAIL ADDRESS: _____ PHONE NUMBER: _____

1. What is the purpose of this request? ___ Federal ___ State ___ Auditors ___ Institutional

2. Is the data that you are requesting in CX (Cars)? ___ Yes ___ No ___ Not Sure

3. What question are you trying to address? (please describe in detail)

4. Information is needed for which semester(s)? (Example: fall 2003, spring 2004, etc.)

5. Type of information needed? Be specific. (Example: Student ID, Name, Gender, GPA, etc.)

6. Do you want the report restricted to specific students?
(Example: Hispanic, Females, Graduate, etc.)

7. In what format do you need information? ___ Excel _____ Other

8. If you are requesting the data in "Excel" you do not need to answer this question. How do you want your request sorted? (Example: Majors, Last Name, First Name, etc.)

Sort 1: _____ Sort 2: _____ Sort 3: _____

*Depending on our workload all data requests may take up to two-weeks to complete.
It may take longer to complete, if more information is required.*