

## Data Request Form

Requester Name: \_\_\_\_\_

Date: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Project Title:** \_\_\_\_\_

*Is this a "New" project or an "Add On" to a "Previous" request? If this is an "Add On" or modification to a previous request, what was the date of the previous request and please include the project title if you know it.*

- ☐ New Project
- ☐ Add-on or Modification

Date of Previous Request: \_\_\_\_\_

Title of Previous Request: \_\_\_\_\_

What is the purpose of this request? What question(s) are you trying to address? How will this be used?

What is the reporting period for this request?

- |                                       |                          |                   |                          |       |                          |
|---------------------------------------|--------------------------|-------------------|--------------------------|-------|--------------------------|
| Reporting Year (Summer, Fall, Spring) | <input type="checkbox"/> | Beginning of Term | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Academic Year (Fall, Spring, Summer)  | <input type="checkbox"/> | End of Term       | <input type="checkbox"/> |       |                          |

List years and/or Terms here (ex., Year 2016-2017 and/or Term 2016-1, 2016-2, 2016-3)

Include additional pertinent information not included above in order to clarify your request.

**Requested Due Date:** \_\_\_\_\_

**Allow turn-around time of two weeks (10 working days)**

If your request is urgent, please state the date; not ASAP. Please feel free to email or call if you have questions or need to clarify your request. We may need to contact you for more information so that we can provide you with accurate data.