Data Analysis/Information Request Form

Note: Please read the complete directions on page 2 prior to completing and submitting this form. When completed please email to aconn@tocc.edu or bjose@tocc.edu

Date Request Submitted: ____________________________

Name and Title of Person Making Request: ____________________________

Check one: □ Faculty    □ Staff    □ Off-Campus

Department/Office: ____________________________

Email: ____________________________ Phone: ____________________________

Information/Data Analysis Requested:

How will data analysis/information being requested be used?

Required Signature:

---------------------------------  Person Making Request

For Office Use Only

Name of Project/Report: ____________________________

Date Request Received: ____________________________

Type of Request: □ Internal     □ State □ Federal    □ Other External    □ Institutional Effectiveness

Staff Members Assigned: ____________________________  Negotiated Deadline Date: ____________________________

Date Completed: ____________________________ Number of Staff Hours: ____________________________
Office of Institutional Effectiveness

Directions for Completing Data Analysis/Information Request Form

Please complete all sections of the top half of the Data Analysis/Information Request Form. Incomplete forms cannot be processed by the Office of Institutional Effectiveness.

Upon receipt of your request, a staff member of the Office of Institutional Effectiveness will contact you. At that time, a deadline date for receipt of the analysis/information will be negotiated based on the priority of the item, the complexity of the request, and the present workload of staff members.

Please note special instructions for the following information fields:

*Name and Title of Person Making Request*

An *individual* must be specified in this field in order for the Office of Institutional Effectiveness to make preliminary contact.

*Data Analysis/Information Requested:*

Include the type of data needed, the group or population of interest, and the timeframe. It may be helpful to frame your request in the form of a question. For example, "Of the students enrolled in SOC 100 in Fall 2014 and Spring 2015, how many respectively failed, passed, and withdrew?"

You may need to formulate more than one research question. An Institutional Effectiveness staff member will discuss your research questions with you if clarification is needed.

You may attach an additional sheet if more space is needed.

*How will data analysis/information you requested be used?*

Indicate if the information requested is needed for budget planning, curriculum review and planning, accreditation, Major Field Assessment, a grant proposal, etc. Also indicate if the information will appear in an internal or external report or document.

*Required signatures:*

The person making the request must sign the first blank.