

Data Request Form
Send completed form to wolson@whitworth.edu

Data requests will take up to seven working days to complete, though this time may vary, given the specific nature of your request and the time of year. In most cases, an IR representative will contact you to discuss your request in detail. All requests will adhere to the guidelines set forth by the Family Educational Rights and Privacy Act (FERPA) and the Whitworth Office of Institutional Research.

Name:

Department/School/Program/Committee:

Faculty Staff Student Other (specify):

Phone:

Email:

Why do you need the information? Provide a description and purpose of your request.

What information do you need? Provide a detailed description of the data needed.

When do you need this report?

Preferred Data/Report Format: Excel PDF MS Word Other _____

FOR IR OFFICE USE:

Receipt Date: Assigned to:

Completion Date: