

Data Request Form

Send completed form to wolson@whitworth.edu

Wendy Olson – 509.777.4313

Please be assured that we will work with you to fulfill your request in a timely fashion; however, be advised that the complexity of a request, the purpose of the request and its relation to institutional priorities, and the volume of requests received may impact the date of completion. In most cases, an IR representative will contact you to discuss your request in more 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 (include such items as population of interest, period of time, variables of interest, etc.).

How will the data be used?

When do you need this report?

Is this a recurring request? (Every term, every academic year?)

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

FOR IR OFFICE USE:

Receipt Date: Assigned to:

Completion Date: