University of Portland   Data Request Form

Office of Institutional Research
https://www1.up.edu/ir/data-request/index.html

Name:	
Email:	
Phone number:	
Department:	
Today's date:	

Please indicate if you are (check all that apply):

☐Faculty　　☐Staff　　☐Undergraduate student　　☐Graduate student
☐Other (please specify):

This request relates to (check all that apply):

☐Accreditation	☐Assessment	☐Federal/State requirement
☐Grant	☐Program review	☐Public relations

☐Strategic/Unit planning
☐Not applicable/Other (please specify):

In order to expedite a response, please clarify as much of the following as possible:

- Purpose of request is for internal use and/or for external use
- Intended audience of the data provided
- Undergraduate and/or graduate students; Degree seeking and/or non-matriculated students
- Fall vs. Spring vs. Summer semesters; What semesters and/or academic years
- Is the data needed to be provided at the individual level and/or an aggregated level

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1) What is the <u>purpose</u> for the request?
(We may be able to suggest additional data that can assist you if we know the full context for the request.)

2) What is the <u>timeline</u> for the request? When do you need the data by?
(We aim to provide data quickly. However, due to significant workload, currently no standard turnaround time exists.)

3) Please <u>describe the request</u> in as much detail as possible especially in terms of a) what data to include vs. exclude and b) what format to provide the data in:

4) <u>Attachments</u> - Please include any of the following: a table or chart that needs to be completed, directions or data definitions, a copy of a previously completed report, etc. I have attached a (check all that apply):

☐Excel file　　☐Pdf document　　☐Word document　　☐Other document　　☐No document

Attachments: When you submit the data request via the website, an automatically generated email will confirm that your request was received. If you have any of the following: a table or chart that needs to be completed, directions or data definitions, a copy of a previously completed report, etc., please reply to the confirmation email with the attachments.

After submitting your data request by clicking on the "Submit Form" button, the next page will summarize your responses and allow you the option of saving the data request for your records (click on the Adobe Acrobat pdf icon in the upper right corner to download the pdf).

Thank you for being in touch regarding University of Portland's data!   6/2017