



Data Analysis/Information Request Form

Note: Please read the complete directions on page 2 prior to completing and submitting this form. When completed please send to IR&A at Box 11851.

Date Request Submitted: _____

Name and Title of Person Making Request: _____

Check one: Faculty Staff Off-Campus

Department/Office: _____

Email: _____ Phone: _____ Fax: _____ SLU Box: _____

Information/Data Analysis Requested:

How will data analysis/information being requested be used?

Required Signatures (as appropriate):

Person Making Request

Immediate Supervisor

Additional Signature

Additional Signature

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 Research & Assessment

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 Research and Assessment.

Upon receipt of your request, a staff member of the Office of Institutional Research and Assessment 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 Research & Assessment to make preliminary contact.

Data Analysis/Information Requested:

Include the type of data needed, the group or population of interest, and the time frame. It may be helpful to frame your request in the form of a question. For example, "Of the students enrolled in EXST 540 in Fall 1995 and Spring 1996, how many respectively failed, passed, and withdrew, cross-tabulated by GRE score?"

You may need to formulate more than one research question. An Institutional Research & Assessment 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. In addition, each request from a faculty or staff person other than the President or a Vice-President must have the signature of the immediate supervisor, i.e., a department head, a dean, a director, a Vice-President, etc.

Additional signatures may be required for more complicated data analysis/information requests that require sharing data across units. You will be contacted by the Office of Institutional Research & Assessment if additional signatures are necessary.