

Form for Requesting Data/Information or Project from OIEPR

Data/Information or Project Request Form

In an effort to facilitate or enhance communication between the Office of Institutional Effectiveness, Planning & Research (OIEPR) and its clients, the following data/information or project request form is provided for your use.

The Chief Institutional Research Officer & Director of the OIEPR **must** approve all requests submitted to the Office of IEPR.

Confidentiality of Data and Information Provided

Confidential information is provided in response to specific requests. Disclosure of this information to unauthorized parties violates the Family Educational Rights & Privacy Act (FERPA).

Therefore, it is expected that you will:

- **Handle this information in a confidential manner, keeping it secure at all times.**
- **Communicate this information ONLY to other parties authorized to have access to it in accordance with the provisions of FERPA.**
- **Use this information only for its intended purpose.**
- **Properly dispose of this information when it is no longer needed.**

Request Process

To request service in the form of data or information; or to request service for a project from OIEPR, please complete this form and submit it to us *at OIEPR, HPER Bldg, Ste D-37 or 3175 Cedartown Hwy., S.E., Rome, GA 30161, GHC*. A representative from the OIEPR will contact you to verify your request.

Please complete this form to request data and information. *All fields are required.*

For assistance in creating and/or administering a survey, please contact the OIEPR directly at ext. 5403.

Please note that the turnaround time for all requests depends on the nature and type of the request, but may be between one day and approximately four weeks. Some requests may take longer, depending on the type of request.

In the "Request Detail" input field, please provide as much detail as possible to ensure an accurate interpretation of your request.

NOTE: The information you provide is used to understand the characteristics of your request, and to make the decision about servicing your request. It is not used for advertizing or solicitations.

Form for Requesting Data/Information or Project from OIEPR

Requestor's First Name:

Requestor's Last Name:

Title:

Department/Office:

Status (Check one):

1. Administrator

2. Staff

3. Faculty

4. Student

5. Off-campus

Date Requested:

Anticipated Date:

Phone:

Fax:

Email (Required):

Title of Request:

Anticipate Frequency of Request (Check one):

1. This time only

2. Every Semester

3. Every Year

4. Other (Explain in Request Detail box below)

Request Detail (include the semester/year of information required):

Special Direction/Brief Description of Report (Indicate all parameters i.e., GPA, number of credits, etc.):

Reason for Request:

How will the requested data be used?

Retrieval Process:

- 1. Email
- 2. Pick Up

For OIEPR Use Only (Please do not write in this section):

OIEPR Projected Date:

Delivered On:

Assigned to:

Date Assigned:

Approved by: