



Southwestern Indian Polytechnic Institute
Office of Institutional Research, Effectiveness, and Planning

Data Request Form

Complete all parts of the form. Failure to provide all information may delay processing of the data request. Submit the form to the Office of Institutional Research, Effectiveness and Planning via e-mail to ina.manwell@bie.edu.

This form is intended for internal SIPI data requests; therefore the data output is restricted to internal SIPI use only. ALL REQUESTS ARE SUBJECT TO FERPA REGULATIONS

Date:
Name:
Department:
E-mail: Phone:

Check appropriate box (if this is to become a regularly requested report):

Annual Trimester Other (Specify)

Check appropriate box for type of report:

Internal External; External Organization Name:

If this request is to assist you in completing a survey or questionnaire for an external source, please attach a copy of that survey or questionnaire.

Due Date: Plan ahead. Take into account the time required to capture and format the information you are requesting, especially if you need the information by a certain date.

Purpose and Description: (Identify the critical questions you want to answer. Be specific. The more specific the more useful the information you receive will be.)

[Empty box for Purpose and Description]

Selection Criteria: (Determine the type of student information required, ex. Student group, term, year, headcount, enrollment, duplicated, unduplicated, gender, etc.)

[Empty box for Selection Criteria]

Special Instructions: (ex. report layout; Word; Excel; etc.)

[Empty box for Special Instructions]

Please keep in mind that the time to complete a request is between one day and two weeks.

For Institutional Research Office Only

Received: Completed: Completed by: