LANGSTON
UNIVERSITY

Institutional Research and Planning Data Request Form

If you are unable to find the information you are looking for from our webpage, please complete this request form. The staff of the Institutional Research and Planning Office encourages you to discuss data needs on the telephone and/or in person before completing a data request form. However, data requests are completed only when submitted through the official form. Please allow two weeks to complete data requests. All requests will adhere to the guidelines set forth by the Family Educational Rights and Privacy Act (FERPA).

CONTACT INFORMATION
1. First Name:
2. Last Name:
3. E-mail Address:
4. Phone Number (include area code):
5. Division/ School:
6. Department:
7. Please indicate if you are:
    - Student
    - Faculty
    - Staff
    - Other _____

DATA REQUEST INFORMATION
1. Request Needed By (mm/dd/yyyy)?_____

    The Office of Institutional Research and Planning strives to fill all requests in a timely manner. If we anticipate there will be an issue completing your request, you will be contacted to discuss the timeline. If this is a critical deadline, please explain.

2. Is this request likely to be repeated in the future?
    - Yes
    - No

3. If you have submitted this type of request before, please send a copy of what was provided previously to sstewart@langston.edu.

4. Description of Data Request:
   Provide a detailed description of the data requested. What questions are you trying to answer? Describe the layout & desired grouping or sorting (i.e. sort by gender, ethnicity, etc.).

5. Purpose of Data Request:
   Please describe the purpose of the request (i.e . assessment , grant proposal, committee discussion, survey development , etc.). Include who will use the data & how the data will be used.

6. Selection Criteria:
   Please identify selection criteria for this request
   (i.e. all first-time entering students, students with GPA > 3.0, etc.)

7. Reporting Period for this Request:
   • Academic Year (Fall, Spring, Summer),
   • Reporting Year (Summer, Fall, Spring),
   • Term (i.e., Fall 2019),
   • Other (Please Explain)

8. Data Fields to Include on Report
   (i.e. Name, CWID #, gender,
   etc.)