



**Office of Institutional Effectiveness, Research, and Planning**

**Information Request Form**  
*Allow 2-3 weeks for processing*

Date Request Submitted: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Name and Title of Person Making Request: \_\_\_\_\_

Check one:  Faculty  Staff  Other \_\_\_\_\_

Department/Office: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Campus Box #: \_\_\_\_\_

Information/Data Requested (be specific):

Type of Data (e.g., enrollment by gender, course information, faculty by ethnicity, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Time period of data (e.g., Fall 2017-Spring 2018): \_\_\_\_\_

Group(s) or Population(s): (e.g., First-time, full-time freshmen; Seniors in Engineering, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Information is a one-time request:  Yes  No

If no, how often will the data need to be supplied:

Quarterly  Yearly  Other: \_\_\_\_\_

Information is for  Accreditation  Grant  Other \_\_\_\_\_

Data will be emailed to address above in numerical format in Excel unless otherwise specified.

\_\_\_\_\_

**For Office Use Only**

Date Received: \_\_\_\_\_ Date Completed and by Whom: \_\_\_\_\_

Name of Project/Report: \_\_\_\_\_

Additional Instructions for Report:

\_\_\_\_\_  
\_\_\_\_\_

Number of hours to complete report: \_\_\_\_\_

Delivery methods: Email form to [oierp@latech.edu](mailto:oierp@latech.edu) or  
Deliver to Campus Box 39 or Wyly Tower 1520