 **LAC COURTE OREILLES OJIBWA COMMUNITY COLLEGE**

**Dean of Institutional Research and Effectiveness**

**Data Request Form**

Data requests require completion of this form. Requests will be completed in a timely fashion; however, please know that the complexity of the request, the purpose of the request, the relationship to institutional priorities, and the volume of requests may impact the completion date. ***Please allow a minimum of two weeks for completion.*** Submit your request by email to aroberts@lco.edu.

FERPA regulations permit disclosure of personally identifiable information from students’ educational records to designated individuals. According to the College student handbook, a school official is “A person employed by Lac Courte Oreilles Ojibwa Community College in an administrative, supervisory, academic, or support employee position; college security officer acting in a health or safety emergency; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.”

[ ]  By checking this box, you indicate your agreement to maintain the data provided to you in accordance with FERPA regulations.

Name *Click here to enter text.*

Department *Click here to enter text.*

Position *Choose an item.*

Phone *Click here to enter text.*

Email *Click here to enter text.*

Date of Request *Click here to enter text.*

Date Data Needed *Click here to enter text.*

Please describe the purpose of this request and indicate if the information will be reported an internal and/or external document (e.g. grant proposal, program review, etc.).

*Click here to enter text.*

How will this data be used to improve student learning and/or advance the College strategic planning goals? Be specific.

*Click here to enter text.*

Please provide a detailed description of the data requested (e.g. student enrollment, faculty and staff count, degrees awarded, etc.).

*Click here to enter text.*

Please specify the year(s)/semester(s) requested.

*Click here to enter text.*

Please indicate the sort and/or grouping preference of the data (e.g. sort by gender, major, etc.).

*Click here to enter text.*