



Guam Community College
Office of Assessment, Institutional Effectiveness & Research

Institutional Data Request Form
(Form AIER_IRF)

Please provide a very detailed description of the information you require. Describe the layout of the data and any desired grouping or sorting (e.g., sort by ethnicity). Include any selection criteria (e.g., first-time Freshman, degree or certificate seekers). The online [AIER Data Request Detail](#) form will assist us in gathering the necessary information.

Name: _____ **Date:** _____

Institution/Department: _____

Specific Information Requested

Description of the data needed (e.g., graduation/retention rates, student enrollment).

Purpose of this request/Intended use of the data (e.g., data for proposal, assessment, accreditation).

From what period of time are you interested in? (e.g., Fall 2008, AY 2006-2007).

Data needed by what date?

Please describe how long the data will be maintained.

Please describe how the data will be destroyed after completion.

(Signature) Requestor

(Signature) Assistant Director/Dean

(AIER OFFICE USE ONLY)

Data Classification: ☐ Public Data ☐ Limited Access Data ☐ Restricted Data

Request Category: ☐ Routine Request ☐ Non-Routine Request

☐ Recommended
☐ Not Recommended

☐ Data Request Approved
☐ Data Request Disapproved

Institutional Researcher, AIER

Assistant Director, AIER

COMMENTS: _____

Note: A copy of this signed form should be forwarded to the AVP Office.