**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).*

|  |  |
| --- | --- |
| **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.

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**(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 \_\_Data Request Approved**

**\_\_Not Recommended \_\_Data Request Disapproved**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Institutional Researcher, AIER Assistant Director, AIER**

**COMMENTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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