

**Trinity Valley Community College  
Office of Institutional Research  
Data Request Form**

Date of Request  Date Needed  TVIN:

Person Requesting Data

Last Name  First Name:  Division/Department

Type of Data/Information Requested  
*Please read instructions below.*

*Be Very Specific and Descriptive when requesting data, a good question before submitting data is to ask yourself, what is it I'm trying to find out.*

**EXAMPLES**

Need Grade Distributions by Department, Campus for fall 2005-present, fall semesters only;  
Graduating Student Survey Overall Summary 2009-present;  
FY11 LEAPs for the General Education committee to review in electronic format separated by General Education Goal # ;  
Gender\_Ethnicity\_Age\_Enrollment\_Data by year, semester, campus;

Additional Information You Feel We Need to Complete Your DATA REQUEST

**Information Below is for the Office of Institutional Research Only**

Method of Request  Duration Business Days

Assigned Request To

Working File Location  Completed File Location

Date of Completion  Data Sent To Requestor:  Data Sent Via

***Thank you for taking the time to fill out this form!  
If you do not receive an email from Tina Rummel accepting your request, please email [trummel@tvcc.edu](mailto:trummel@tvcc.edu) or call extension 282***