

Data Request Form (Copy)

Jul 29, 2024

Please complete this data request form to help us generate timely and accurate data/information for you.

If you are requesting support with research surveys and/or distribution lists

* Required

* This form will record your name, please fill your name.

1. Date of Request *

2. Name of Requester *

3. Title *

4. Department/Division *

5. Email address *

6. Purpose of Data Request: (Check all that apply) *

- ☐ Accreditation
- ☐ Grant Application/Progress Report
- ☐ Report for BOT/President/Dean
- ☐ Other

7. Anticipated Frequency of this Data Request *

- ☐ One-time request
- ☐ Monthly
- ☐ Quarterly
- ☐ Bi-Annually
- ☐ Annually
- ☐ Ad Hoc

8. Deadline for Data Request *

9. Please provide as much detail as possible about the information needed or question you are trying to answer. Please include the Academic Year (s)/Semester (s), specific groups, such as programs or demographics, of the data you need. *

10. Attach additional pages or sample reports in preferred formats (EXCEL, Word, PDF, CSV, etc.).

 **Upload file**

File number limit: 3 Single file size limit: 10MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

11. From what year(s) or term(s) do you need the data? *

- ☐ Current term
- ☐ Most recently completed term
- ☐ Previous academic year
- ☐ Last 3 academic years
- ☐ Last 5 academic years
- ☐ Other (please specify in special instructions box)

12. How will this information be used and/or disseminated? *

13. Today's date *

14. Confidentiality and Compliance Acknowledgment

Pursuant to the Meharry Medical College data sharing policy, lists containing identifying factors of individual students, faculty, or staff (unit-level records) cannot be provided except where noted. The FERPA tutorial must be completed to be eligible to receive lists with individual, personal information.

Aggregate data, reports, and data sets absent of identifying factors are not subject to FERPA regulations but should still be handled with care.

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.

 Microsoft Forms