Bossier Parish Community College
Office of Institutional Research and Assessment

Data/Survey Request Form

Please complete this form completely so your request can be addressed in a timely manner. Turn-around time on requests is dependent on work load in the office, but is generally not longer than 3-5 business days for data and 1-3 weeks for surveys.

Name: _____ Phone/Ext: _____ Date: _____

Department/Office: _____ Date results are needed: _____

Please indicate the type of service(s) you are requesting:
- ☐ Data for report
- ☐ Data for grant
- ☐ Data for publicity
- ☐ Survey design
- ☐ Other: Specify _____

Status:
- ☐ Administrator
- ☐ Staff
- ☐ Faculty
- ☐ Other: _____

Select the term for which the data is requested and indicate the needed year:
- ☐ Spring _____
- ☐ Summer _____
- ☐ Fall _____
- ☐ Academic Year _____ - _____
- ☐ Fiscal Year _____ - _____

Information requested:

_____

_____

_____

How will requested data be used and of what benefit is it to the college/department/you?

_____

_____

_____

Who will have access to this information?

_____

_____

_____

Institutional Research & Assessment Office Use Only

Date Received in IR: _____ Date Completed: _____
Request Completed By: _____

Submit Request to:
BPCC Institutional Research & Assessment
Building A Room 115
Fax: (318)678-6401
E-Mail: jyoung@bpcc.edu