

**GRADUATE SCHOOL  
DATA REQUEST**

Requestor Name \_\_\_\_\_ Phone \_\_\_\_\_  
Department \_\_\_\_\_ Email \_\_\_\_\_

Date Requested \_\_\_\_\_ Date Needed \_\_\_\_\_

Data Output            Hardcopy \_\_\_\_\_            Email \_\_\_\_\_

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**DATA REQUEST**

Describe your data request (the questions you want to answer) below. Specify terms you want included, such as Fall 2004, etc.

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Is this a recurring request?    Yes \_\_\_\_\_    No \_\_\_\_\_  
If yes, how often do you need this data report (weekly, monthly, etc)?  
I need the report \_\_\_\_\_ from \_\_\_\_\_ date to \_\_\_\_\_ date

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**OUTPUT REPORT**

Data to include in output report (example: name, phone, gender, term, etc.)

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Sort data by: 1) \_\_\_\_\_ 2) \_\_\_\_\_

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Signature of Requestor \_\_\_\_\_

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\_\_\_\_\_ Approved            \_\_\_\_\_ Denied            \_\_\_\_\_  
Associate Dean, Graduate School

Data Report provided by \_\_\_\_\_ Date \_\_\_\_\_