

**Data Request Form (Revised October 17, 2014)**

Please use this form to request information from the Taft College Institutional Research Office. This form allows us to track all requests and allows us to improve services to our customers. You can send your completed Data Request Form to the Institutional Research Office at [ir@taftcollege.edu](mailto:ir@taftcollege.edu).

First Name	
Last Name	
Title	
Department	
Phone or Extension	
Email Address	
Type	Data Request Research Project Survey Request
Purpose	External Program (grants, accreditation, etc.) Program Review Planning Needs
Format	
Format (other)	
Date Needed By	
Title of Request	
Description of Requested Information	
Date Submitted	
Date Completed	
Evaluate our Service: Please rate our service for this transaction	1. Timeliness: I received my requested data in a timely manner Yes No 2. Accuracy: My requested data were accurate Yes No 3. Analysis: I received adequate consultation regarding the meaning of my data Yes No
How could we have served you better?	
Accuracy Notes (to be completed by IR Office)	