Data Requests, Research & Assessment Services

In order to request research services or data you must submit a Data Request Form. Every effort will be made to acknowledge your request within 24-48 hours by email. Please submit your request a minimum of two weeks prior in advance by submitting this form. Depending upon the difficulty and detail level, the data request may take up to two weeks to complete. If it takes longer, we will contact you with a status report.

District Employees:
Please submit a Data & Research Request form. Be sure to include a preferred due date. Data Requests are typically completed within two weeks of being approved.

Public Information Request:
All data and research services requested by anyone other than District Employees must submit their request through the Public Information/Marketing Coordinator (kevinmc@cos.edu).
DATA REQUEST FORM

All requests for research require submitting a Data Request Form. We will make every effort to acknowledge your request within 24-48 hours by email. Please submit your request a minimum of two weeks prior in advance by submitting this form. Depending upon the difficulty and detail level, the data request may take up to two weeks to complete. If it takes longer, we will contact you with a status report.

Requestor's Name: Ryan Barry-Souza

Department: Institutional Research

Telephone/Extension: 730-3705

Request Date: 9/26/2013

Date the data will be used: 10/26/2013

Reason for Request:

- Grant
- Strategic Plan
- Accreditation
- Program Information
- Program Review
- Curious
- Other

Does the study involve interaction or intervention with human subjects?

- Yes
- No
- Maybe

Is the collected information/data obtained about the subjects?

- Yes
- No
- Maybe

Is the collected information/data private information?

- Yes
- No
- Maybe

Is your study designed to produce generalizable knowledge?

- Yes
- No
- Maybe

Is the study systematic?

- Yes
- No
- Maybe

Examples of correct and incorrect research questions.

**Information Being Requested:** In order to give you the most accurate data, please be specific when describing the information needed. Please include the following, if applicable: quarter ranges, year ranges, date ranges, Visalia, Hanford, Tulare, or any combination, student type(s), total FTE or state FTE, detail data, aggregate data.

**Example of what NOT to use:** How many students are at COS?

**Example of what TO use:** How many full-time, degree-seeking, first-time students were enrolled at COS during Spring 2011 on all campuses? OR What was the unduplicated headcount on the Visalia campus for 2006-07?
Data Request (what do you want to know and why?)

What is your hypothesis/what do you think the data will reveal or should look like? Will it be a large number? Small? Show an increase or decrease?

What data products will your project require?
- Data summary tables and/or charts
- Mini report with a summary of findings
- Web Survey
- Paper Survey
- Full report with background, methodology, results, and conclusions/recommendations
- Other

Where will the results be housed? (check all that apply)
- Institutional Research Website
- Accreditation Website
- Strategic Planning Website
- Division or Department Website
- The results will contain confidential identifiers and should not be made public

Documentation/Attachments: If you have documentation or other attachments relevant to this request, please attach them here.

Confidentiality/FERPA: Confidential information is provided in response to specific requests. Disclosure of this information to unauthorized parties violates the Family Education Rights & Privacy Act (FERPA).

It is expected that you will:
- Handle this information in a confidential manner, keeping it secure at all times.
- Communicate this information ONLY to other parties authorized to have access to it in accordance with the provisions of FERPA.
- Use this information only for its intended purpose.
- Properly dispose of this information when it is no longer needed.

I understand and will comply with the FERPA regulations stated above.

Submit