

OFFICE OF THE REGISTRAR

Data Request Form

Please submit your data request at least five business days prior to the date this data is needed. Please be aware that some data requests may take longer. Allow extra turn-around time if your request requires that we collect data from an external agency. Data requests are prioritized according to institutional need, and certain data requests may require additional approval. It may be necessary to meet with you if your project requires substantial resources.

Information

Date needed by (please allow five business day minimum) _____

Your relationship to KGI Staff Faculty Non-KGI (external user)

Full name _____

Department and School at KGI _____

KGI email address _____ KGI phone number _____

Data Request

What is your data request?

Have you requested this report/information from us on a prior occasion? If so, please attach all previous correspondence when you submit this form, or copy and paste the details below.



Purpose of request (e.g. strategic planning, assessment of a particular program, research project, etc.)

Please list the known variables you wish to include

Date range or terms/years

Other comments/needs

Please submit this form by emailing registrar@kgi.edu

Updated August 2018