



CLARK ATLANTA UNIVERSITY
Office of Planning, Assessment and Institutional Research
Data Request Form

Instructions:

Please complete all sections of the Data Request Form. Upon completion, submit your request to the Office of Planning Assessment and Institutional Research by emailing the form to OPAR@cau.edu. An OPAR staff member may contact you by phone or e-mail to discuss your request.

*Date Needed: (mm/dd/yy) <i>Most requests processed within 7-10 business days</i>	
*Name:	
*Department/Class	
Phone:	
*CAU E-mail Address (REQUIRED):	
*Purpose of Request Please describe the purpose for which the requested data will be used (e.g. Grant Support, Self-Study, Class Project, etc.). Important: Please provide a very detailed description of the data requested including the following: <ul style="list-style-type: none">• The layout of the data and any desired grouping or sorting (e.g. sort by level, ethnicity, etc.)• Terms (e.g. Fall 2010, AY 2010-11, etc.)• Selection Criteria (e.g. First-time Freshman, STEM majors, etc.)	
*Please attach a copy of the original data/information request instruments from the requesting agency.	