

# Request for Information

## Office of Institutional Research

(936)468-3806

Person Requesting Data: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
Email address: \_\_\_\_\_ Date Required: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Fax number: \_\_\_\_\_

Please describe the data that you need. Include which semesters and year(s) should be included. If data is needed for a specific form, please attach a copy of the form.

Please state the purpose/use for the data. (Some uses require that specific data definitions be used. Attach data definitions or survey instructions, if available.)

Have you received this data from Institutional Research in the past? \_\_\_\_\_  
If Yes, when? \_\_\_\_\_

Preferred format for the report: Paper \_\_\_\_\_ Electronic \_\_\_\_\_ Other (specify) \_\_\_\_\_

Please provide any additional information that would help us to produce the desired report.

To whom should the the report be sent? Please provide complete address, including email address, phone and fax numbers.

Submit this form electronically  
by clicking the button below:

OR Send this form to: Office of Institutional Research  
Box 6194  
CAMPUS MAIL

OR Fax this form to: (936)468-2642