

### Research Data/Report Request Guidelines

The Office of Institutional Research and Planning has reports available online at [www.tccd.edu](http://www.tccd.edu). Scroll over About TCC on the main page and a pop-up list will appear; then click on Office of Institutional Research and Planning (about half-way down the list). If the information you are looking for cannot be found in any of these reports, please review the following guidelines for requesting information before completing the Research Data/Report Request Form on the next page.

1. Plan ahead. When making a request, take into account the time required to capture and report the information you are requesting, especially if you need the information by a certain date.
2. Identify the critical questions you want to answer. Be specific. Do you need enrollment or headcount, duplicated or unduplicated? And for what time period – fall, spring, summer of the current year and/or for a specific previous academic year? The more specific you are about the questions you are trying to answer, the more useful the information you receive will be.
3. Complete all parts of the Research Data/Report Request Form. Failure to provide all information may delay the processing of the research request.
4. Submit your request to OIRP using the Research Data/Report Request Form. You may submit your request via email to [research.request@tccd.edu](mailto:research.request@tccd.edu) or by fax at 817-515-5620.
5. Please note that it typically takes between **two and four weeks** to complete a request. This can be adjusted in special circumstances, but in order to provide accurate information this is a good estimate of the time it will take to complete the request.
6. If this request is to assist you in completing a questionnaire or survey from an outside source, please attach a copy of the questionnaire or survey to your request.
7. This form is intended for internal TCC data/report requests; therefore the data/report output is restricted to internal TCC use only unless otherwise approved by the appropriate TCC administrator.

## Office of Institutional Research and Planning

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### Research Data/Report Request Form (For Internal Use ONLY)

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Date of Request: \_\_\_\_\_

**REQUESTER** – Name: \_\_\_\_\_  
(Person to contact with questions or clarifications of request)

Campus/Department: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**REQUEST** – Purpose of the data/report request:

Describe the data/report request in your own words:

Selection Criteria: (ex. student group, campus, term, academic year, headcount, enrollment, duplicated, unduplicated, ethnicity, gender)

Special Instructions: (ex. report layout)

Requested Completion Date: \_\_\_\_\_

Please keep in mind that it typically takes between **two and four weeks** to complete a request. This can be adjusted in special circumstances, but in order to provide accurate information this is a good estimate of the time it will take to complete the request.