**Data Request Guidelines**

**Wenatchee Valley College Institutional Effectiveness Office**

**Step 1**

Requests for data should be e-mailed to the Institutional Effectiveness (IE) staff, smurray@wvc.edu and bmaxwell@wvc.edu. Please include as much information as possible in your request including, but not limited to:

* How soon you need the data (i.e. within a week, within a month, etc.)
* Kind of data (i.e. transition rates, enrollment rates, unduplicated headcounts, etc.)
* If applicable, the population of interest (i.e. transfer students, first generation minority students, etc.)
* Timeframe (i.e. specific years, quarters, etc. that should be covered)
* Purpose (a brief summary of what you think the data will reveal as well as what actions will be taken if the data reveals what you think it will)
* Confirmation that all relevant colleagues that need to be informed of this request are informed of this request (i.e. possibly the administrator of your area, project team members, department members, and/or other stakeholders). Try to get as much feedback from relevant colleagues on your data request as you can. This will help narrow down what you are looking for or possibly expand your request to include something you didn’t realize it should.

**Step 2**

Your request will be acknowledged via an e-mail response.  Depending on the request, IE staff may have additional questions of clarification. Your request will also be evaluated to determine whether or not your proposed use of the data is in accordance with [FERPA (click for more information).](http://www2.ed.gov/policy/gen/guid/fpco/ferpa)

**Step 3**

IE staff will review the request and determine who will be responsible for follow-up, and respond with a timeline for reporting. The Director/Dean/VP/President may also be contacted to ensure that all uses of the data are considered up front. Project information will typically be shared at Cabinet meetings and in the monthly report summarizing the research activities of the IE office.

**Step 4**

IE staff will prepare a data report and e-mail the results to the requestor. Assistance in interpreting the results will be provided.