NUSD RD Data/Report Request Form

To request data or reports from the Research and Data department, do the following:
  1) **Data requests should be submitted at least 2 weeks prior to the "Date data/report is needed"**
  2) Complete this Data Request form. Put as much information on the form as possible when answering the questions to clearly describe the type of information you require.   Failure to include all of the fields below may result in a delay of the completion of your request.
  3) Attach this form to a new Work Order with the subject "Data Request," and include a brief description of your request

RD reserves the right to review data requests for appropriate content and audience based on current NUSD policy and standards. Submission of this form does not guarantee that your request will be fulfilled.

1	Your name(s) and School/Department	
2	**Description** of request (please use same description in the work order)	
3	**Date of request**	
4	**Date data/report** is needed. Is this an internal or external deadline? Please explain. For example: • *Requestor needs 1 week to further process the data once received – please complete no later than 10/25/15 (Due to CDE 11/1/15)*	
5	What is the **purpose** of the request? How will the data/report be used? Who is the audience?	
6	**Data Set:** which students should be included? CURRENT data will be used, unless otherwise noted. For example: • *Include students enrolled as of which date, or enrolled in which date range?* • *Which grade levels or schools or subgroups should be included or excluded?*	
7	What **information** do you need about those students? For example: • *Which demographic, enrollment, or assessment information do you need?* • *Which data should be used to sort data for charts and graphs?*	
8	How do you want the data/report **presented**? For example: • *Database with rows and columns* • *Should the data be summarized as a pivot table or include calculations/functions?* • *NOTE: requestors are responsible for their own basic charts and graphs*	
9	Are there any other **special requests** or comments that can clarify your request?	
10	Has this data request been submitted previously (i.e., an annual report due to CDE)? Who submitted the last request and when. If yes, see next row.	
11	**Example** report (if available)	

Revised: September 2015