

Valencia Community College

Institutional Research & Learning Assessment (IRLA) Information & Data Request

Phone: 407-582-1612

Fax: 407-582-1821

Email: mewing@valenciacc.edu

Rhonda Glover, Assistant Vice President

Tim Smith, Director, Institutional Research

Alys Arceneaux, Coordinator, Institutional Reporting

Michal Ewing, Research Analyst

Donna Kosloski, Coordinator, Information Systems

Bill LeBlanc, Coordinator, Decision Support Systems

Larry Rosen, Database Administrator

If you need assistance completing this form, please contact Michal Ewing at x1612.

Requestor's Name: _____

Today's Date: _____

Extension: _____

Requested Due Date: _____

Office/Department: _____

Email Address: _____

Title of Request:

Description of Request: *Please provide a detailed description of the information/data you need, including course numbers, CRN's, Cohorts Definitions etc. (NOTE: If you are working with an external agency or requestor, please provide a copy of their request, questionnaire, and definitions.)*

Timeframe of Requested Data:

Term (s)

Year (s)

Examples Below:

Term & Year = Fall 2005 or 200610

Academic Year = Fall, Spring, Summer

Reporting Year = Summer, Fall, Spring

_____	_____
_____	_____
_____	_____
_____	_____

Intended Use:

Previous/Similar Request:

Has this or a similar request been made previously?

Yes

No

If yes, please attach a copy of prior request or report.

If yes, who requested the data? _____

If yes, who provided the data? _____

To be completed by IRLA Staff

Request No.:

Source:

Completed by:

Completion Date: