

**LAC COURTE OREILLES OJIBWE UNIVERSITY**

**Data Request Form**

Data requests require completion of this form. Requests will be completed in a timely fashion; however, please know that the complexity of the request, the purpose of the request, the relationship to institutional priorities, and the volume of requests may impact the completion date. ***Please allow a minimum of two weeks for completion.*** Submit your request by email to [owhite@lco.edu](mailto:owhite@lco.edu)

FERPA regulations permit disclosure of personally identifiable information from students’ educational records to designated individuals. According to the College student handbook, a school official is “A person employed by Lac Courte Oreilles Ojibwe University in an administrative, supervisory, academic, or support employee position; college security officer acting in a health or safety emergency; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.”

By checking this box, you indicate your agreement to maintain the data provided to you in accordance with FERPA regulations.

Name *Click here to enter text.*

Department *Click here to enter text.*

Position *Choose an item.*

Phone *Click here to enter text.*

Email *Click here to enter text.*

Date of Request *Click here to enter text.*

Date Data Needed *Click here to enter text.* ***As stated above, please allow a minimum of***

***two weeks for completion.***

Please describe the purpose of this request and indicate if the information will be reported an internal and/or external document (e.g. grant proposal, program review, etc.).

*Click here to enter text.*

How will this data be used to improve student learning and/or advance the College strategic planning goals? Be specific.

*Click here to enter text.*

Please provide a detailed description of the data requested (e.g. student enrollment, faculty and staff count, degrees awarded, etc.).

*Click here to enter text.*

Please specify the year(s)/semester(s) requested.

*Click here to enter text.*

Please indicate the sort and/or grouping preference of the data (e.g. sort by gender, major, etc.).

*Click here to enter text.*