**Data Request Form**

Prior to submitting a formal request for data, please review the Data and Publication Center to view current dashboards and reports that are publicly available.

Data and Publication Center: <http://www.wvhepc.edu/resources/data-and-publication-center/>

*Please email completed form to Dr. Jennifer Grossman at* [*Jennifer.Grossman@wvhepc.edu*](mailto:Jennifer.Grossman@wvhepc.edu?subject=Data%20Request%20Form) *or Dr. Zornitsa Georgieva at* [*Zornitsa.Georgieva@wvhepc.edu*](mailto:Zornitsa.Georgieva@wvhepc.edu?subject=Data%20Request%20Form)

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| --- | --- | --- |
| **Requestor’s Name:** | | |
| **Phone:** | | **Email:** |
| **Submit Date:** | | **Requested Receipt Date:** |
| Processing time for external data requests is dependent on staff workload and the availability of data. Please refer to our Data Request Procedure document for information on the data request process and plan accordingly. | | |
| **Data Requested:** |  | |
| **Please provide a brief description of the reason for the data request and how the data will be used:** |  | |
| **When do you estimate your project being complete?** | | |
| **Special considerations/Notes regarding your data request** | | |
| If there are costs involved in the fulfillment of your above request for data, the HEPC will provide you with a time/cost estimate prior to moving forward with the data request. | | |

*\* Pursuant to the federal Family Educational Rights and Privacy Act (FERPA), no personally identifiable information will be released to external parties except when the data request meets the FERPA exceptions as outlined in 20 U.S.C. § 1232g(b) and (h) – (j) and 34 CFR § 99.31, and all parties have entered into a fully-executed Data Disclosure Agreement.*