



# Institutional Research (IR) Information Request Form

IR will respond to all data requests within three weeks.

Please submit form via e-mail to [ir@stthom.edu](mailto:ir@stthom.edu) or print out and send to IR through interoffice mail: General Office Box #89.

**All student requests must be approved and submitted by faculty/staff advisors.**

**Date of request:**

**Needed by this date:**

**Briefly state the reason for this request:**

**Specify media/format of information returned and delivery method:**

\_\_\_\_\_ Electronic (preferred) – Email address: \_\_\_\_\_

\_\_\_\_\_ Paper printout

\_\_\_\_\_ Send through interoffice mail, Box #: \_\_\_\_\_

\_\_\_\_\_ Hold for pickup

\_\_\_\_\_ Other: \_\_\_\_\_

**Please identify selection criteria for this request (all juniors, students with GPA > 3.0, enrolled Fall 1998, etc.):**

**Please identify which data elements of this request are required (first name, ID#, mailing address, etc.):**

**Submitted by:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Faculty/Staff Advisor:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

(Required for student requests)