# **CDS Request Form**

Please send completed form to the Center for Data Science mailbox: lcc-cds@lcc.edu. Thank you.

## Requestor Information:

**Name:** Click or tap here to enter your first and last name.

**Department:** Click or tap here to enter department or division.

**Phone:** Click or tap here to enter phone number or extension.

**Email:** Click or tap here to enter LCC email.

## Purpose/Description:

What do you need? What question are you attempting to answer? Who/which area does this impact? Who will use the data? Please attach any documentation or specific instructions/definitions.

Click or tap here to enter your response.

## Are you requesting PII information at the individual student level that is not included in LCC’s definition of directory information?

*LCC may disclose, without a written, signed and dated release, certain personally identifiable information (PII) that is deemed, “Directory Information.” At LCC we define directory information as: name of student; student LCC email address; dates of attendance; enrollment status; awards, degrees, or certifications received; participation in officially recognized activities; sport, weight, height of members of athletic teams; previous educational agency of institution attended. A student may opt out of having directory information shared by submitting a request to prevent disclosure of directory information form. Please note that personal emails are NOT part of LCC directory information.*

Yes  No

### If Yes, please explain if this is an academic or business need and give rationale for the need.

Click or tap here to enter text.

*All PII information disclosures must be approved by the registrar before CDS can proceed processing your request. CDS will contact the registrar with the information you have provided.*

## Time Period:

*For which period do you need your data? For example, do you need to know the number of students enrolled in a specific semester or academic year?*

Click or tap here to enter your response.

## Due Date:

When do you need the data? Some data are easily available and can be retrieved quickly. Other data may take a while to accumulate. Please plan for 1.5-2 weeks for the data to be returned. In some cases, we will be able to return the data sooner.

Click or tap here to enter your response.

## Returned deliverable:

How should your data be returned? Do you need a table, chart, or a raw data file?

Click or tap here to enter your response.

## Are there any accessibility accommodations needed in the deliverable?

Examples: reader friendly, color blind friendly, etc. Warning: This may result in a different selection of visualization than might have been the first choice for the data.

Click or tap here to enter your response.

## Frequency (one time request, or repeating)?

How often do you need this information? Is this a one-time request or will it be reoccurring? If reoccurring, how often is it needed (e.g., weekly, annually)

Click or tap here to enter your response.

## Any related requests?

Have you submitted any other requests that are similar either outstanding or completed? Sometimes we may be able to answer multiple questions with the same data set if we know all of the information that is needed.

Click or tap here to enter your response.

## Have you reached out to anyone else?

If other people in the college are working on similar requests (either in CDS, ITS, or elsewhere) we may be able to collaborate to reduce the duplication of effort.

Click or tap here to enter your response.

LCC provides equal opportunity for all persons and prohibits discriminatory practices based on race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, military status, veteran's status, or other status as protected by law, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position or participate in educational programs, courses, services or activities offered by the College.