



**Kankakee Community College  
Office of Institutional Research  
How to Request a Data Report**

- Step One:** **Think it through.** The staff of the Office of Institutional Research will gladly assist you in sorting out your request. If you are certain about what you want, go to Step Two.
- Step Two:** **Data Request Form submission.** Please complete the Data Request Form (available at [www.kcc.edu/kccdata](http://www.kcc.edu/kccdata)) as completely as possible with specifics about the data needs. Send your form via email to Monica Quinlan ([mquinlan@kcc.edu](mailto:mquinlan@kcc.edu)). Keep a copy of your request form for your files.
- Step Three:** **Data compiled.** Monica Quinlan will notify you if she has any questions to clarify your request. On some occasions, your data request will be completed with 1-5 working days, if possible. Our goal is to return your report within 2 weeks of your request; but for any number of reasons, there could be delays. You will also be notified if your request must be forwarded to the IT department because of its complexity--which may require a longer timeframe.
- Step Four:** **Data Report provided.** An IR staff member will email your finished report. The report will include the source of the data and instructions for gathering that data on your own (if needed).
- Step Five:** **Closing out your request.** If you are not satisfied with the data report email us indicating questions you have about the data. From that point, we will work with you to provide a data report that meets your needs.

**Answers to questions you might have:**

**What if I need data right away?** We discourage requests that require immediate turn around, but we know that this sometimes cannot be avoided. Under these conditions, my staff will do all we can to produce the data you need. Please call me or Monica Quinlan to discuss your need for a quick turnaround. We will do all we can to assist you.

**Is there some data request that the Office of Institutional Research cannot produce?** If you make a request that is outside our stated procedures then Dr. Vicki Magee will contact you and explain why we have to deny your request. However, all reasonable requests are always welcome.

We thank you in advance for assisting us by giving us this information and any suggestions for improving our ability to serve you. Contact either Vicki Magee ([vmagee@kcc.edu](mailto:vmagee@kcc.edu) X8258) or Monica Quinlan ([mquinlan@kcc.edu](mailto:mquinlan@kcc.edu) X8259).



Kankakee Community College
Office of Institutional Research
DATA REPORT FORM

Requestor: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Department: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Note: We will fill your request as soon as possible.
Please allow at least 2 weeks if possible.

Phone: \_\_\_\_\_

What is the purpose of your Data Report?

This will help us to understand what to include in your data report.

\_\_\_\_\_
\_\_\_\_\_

\_\_\_ Internal report (e.g. information for decision-making by a committee or a supervisor) For whom? \_\_\_\_\_

\_\_\_ External report (e.g. for ICCB or another outside agency) For whom? \_\_\_\_\_

\_\_\_ Application form (e.g. for a grant proposal or another official application) What? \_\_\_\_\_

\_\_\_ Program review or program development What program? \_\_\_\_\_

\_\_\_ Point of reference or purely informational Please explain: \_\_\_\_\_

\_\_\_ Other Please explain: \_\_\_\_\_

Will this report be needed: \_\_\_ one time only \_\_\_ regular basis (please indicate how often):

\_\_\_\_\_

Description of Information Needed:

Please be as specific as you can in describing your request. For example, do you want duplicated or unduplicated counts, what is your time frame (e.g., by semester or fiscal year), do you need this sorted in any certain way, or do you need trend data or simply totals?

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_