



INDIANA COMMISSION *for*
HIGHER EDUCATION

GENERAL DATA REQUEST FORM

Please submit completed form to data@che.in.gov

Requestor's Name:		Organization:	
Phone:		Email:	
Date Requested:		Date Needed (allow 15 to 20 business days):	
Type of Data <input type="checkbox"/> Financial Aid (awards, recipients, FAFSA statistics, Scholar's program, etc.—available for all CHE aid-eligible schools) <input type="checkbox"/> Budget/Funding (budget proposals, performance funding, etc.—available for public Indiana institutions) <input type="checkbox"/> Student/Institution Metrics (readiness, enrollment, completion, etc.—available for public Indiana institutions)			
Nature of Request - describe all data elements needed, including: 1) the subject of analysis (state, institution, program, demographic group, etc.) <input type="text"/> 2) all limiting criteria (first-time, full-time, bachelor's-seekers starting in fall at 4yr publics, etc.) <input type="text"/> 3) level of aggregation (by residency status, by degree level, by school type, etc.) <input type="text"/>			
Purpose of Request – please respond to the following: 1) how will the data be used (e.g., federal requirements, research, news story/article)? <input type="text"/> 2) what do you hope to learn from the requested data? <input type="text"/> 3) with whom will the data, results, and/or reports be shared? <input type="text"/>			
Years Needed	<input type="checkbox"/> fiscal year (recommended)	<input type="checkbox"/> academic year	<input type="checkbox"/> cohort range:
Desired Format	<input type="checkbox"/> Excel	<input type="checkbox"/> PDF	<input type="checkbox"/> other specify:
Frequency of Request	<input type="checkbox"/> one-time request	<input type="checkbox"/> recurring	frequency:
Note: Minimum N-Size = 10. All disaggregations with fewer than 10 students will be suppressed to protect student privacy. Additional data may be suppressed to support complementary data suppression requirements.			
Other (CHE-Approved Partners Only)			
Record-Level Requests Record-level data is only available to CHE-approved stakeholders for programmatic purposes allowed by FERPA. Requesting organizations must have an up-to-date data-sharing agreement on file. This request requires record-level data <input type="checkbox"/>			
Data Matching Requests Requests that require linking to external or inter-agency data sources will generally take longer to fulfill. CHE can only process data matching requests that adhere to the CHE Data-Share File layout and include all required fields. This request involves data matching <input type="checkbox"/>			
Data Sharing Agreement My organization has a data sharing agreement on file with CHE <input type="checkbox"/> My organization meets the criteria above and is interested in establishing a data sharing agreement with CHE <input type="checkbox"/>			