

New Mexico Higher Education Department Planning and Research Division

Data Request Form

** Required*

Name of Requestor, Title/ Position within Organization, Organization information *
address: Street, City, State, Zipcode, telephone, Fax, Email (no PO Box)

What is the intended use / purpose of this data? *

What is the report question? *

What is the report title? *

Are you linking this data to any other data set or sources? Please specify exactly. *

Does the report require tracking of individual students? That is, will the data include fields that allow the individual to be identified by the investigator through a unique ID or set of identifiable fields such as name, school, DOB, or other information? *

Type of data requested: * (Please provide as much detail as possible so that our office can help determine what data will fulfill your request. Contact our office prior to submission for best results)

Detailed description of data needed: * (i.e. student enrollment, admissions, degree, graduation / retention rates)

Display of data: * (i.e. by gender, ethnicity, department)

Who reviews this report? Please input name, title, and position within organization. *
(Please list all review boards and provide contact information)

Is this report covered by any legal agreements outside of NMHED? If yes what agreement(s) and between whom? *

Requested Delivery date: (Please allow a minimum of **four weeks** from request date for completion) If needed sooner, please explain: * (i.e. data needed during legislative session)

Type of Request: (type an "X" next to category)

Internal []

External []

Type an X next to Yes to accept NMHED policies and the following statement: The institution, agency or entity, including the individual, who is requesting student data in any form, from the New Mexico Department of Higher Education (the Department) hereby verifies all provisions of the Department's Data Sharing Agreement will be strictly complied with in all aspects at all times. *

http://hed.state.nm.us/data_request.aspx

Yes []