

**NAPA VALLEY COLLEGE
DATA REQUEST FORM**

Please complete this form, outlining your request for data.

Date of Request: _____

Date Data Needed* _____

**Note: Please make requests at least two weeks in advance.*

Contact Information

Name: _____

Department/Service/Office: _____

Email Address: _____

Telephone Extension: _____

1. Description of data requested

2. How will the data be used?

3. When is this information needed? *Please explain your response.*

Please submit your completed Data Request Form via email to Bethany Cravea (bcravea@napavalley.edu) in the Office of Research, Planning & Institutional Effectiveness (RPIE).