



AMERICAN SAMOA COMMUNITY COLLEGE
Office of Institutional Effectiveness
“Request for Information Form”

Purpose: This form is used to request data from IE and for IE to request data from other divisions.

<i>To:</i>	<i>Date:</i>
<i>Requestor:</i>	
<i>Objective of Data Request: (Please describe the objective of the request.)</i>	

Detailed description of Information Requested:

<i>In the box below, please describe how the data will be used for ASCC staff to ensure that the data is appropriate to your request.</i>	<i>In the box below, please describe what types of data is needed. Please include all the data fields needed that may include (numbers, semester terms, courses, ID numbers, etc.)</i>

<i>Director/Officer/Dean approval for the release of data:</i>	<i>Date:</i>
<i>Additional Comments:</i>	

Note: The ASCC-Office of Institutional Effectiveness emphasizes the importance of the Family and Educational Rights and Privacy Act (FERPA) within the College community that includes all internal and external constituencies. Requestors viewing the College's academic data are bound by FERPA regulations and are restricted to release any data/information to a third party without the expressed written consent of the student.