

Data Information Request

This form should be used to request Dartmouth data.
This Service should only be used by requestors from inside of Dartmouth College (i.e. faculty, students, staff) after signing into Dartmouth's network via SSO.

All fields marked with an asterisk (*) are required.

Details about who will access the data

Requestor or On Behalf of Name * ⓘ ⓘ

If you are requesting this service on behalf of someone else, enter their name here.

Jacquelin Carty

Q

X

Department/Class Year * ⓘ

The department or class year of the requestor.

Institutional Research

Q

X

Position Title ⓘ

Enter the title of the requester's position.

Secondary Contact Person ⓘ

Indicate a secondary contact person for this request, if applicable.

Start typing...

Q

Data Sharing * ⓘ

Indicate whether you will be sharing the data provided from this request.

Start typing...

Details about the data being requested

Request Title * ⓘ

Provide a short description of the data needed. For example "Total Graduate Count Spring 2024"

Requested Completion Date ⓘ

If there is a date by which you would like this request completed then enter it here. Due dates are subject to resource constraints.

Reason for Request *

Start typing...

Business Question ⓘ

Describe the business question or problem you would like to answer with this request for information.

Data Category ⓘ

Select all data categories that apply

Start typing...

Sensitive Data ⓘ

Do the requested data include sensitive or personally identifiable information? Example: student profile information.

Please review the following to ensure that providing the data meets the guidelines and all applicable policies:

- Guidelines for Handling Higher Risk Data
- A Practical Guide to DISC Classification
- Dartmouth Policy Portal including the Dartmouth information Security Policy

Start typing...

CPHS# ⓘ

Enter the CPHS# associated with this project, if applicable. The Committee for the Protection of Human Subjects (CPHS) serves as the Institutional Review Board for Dartmouth College.

Format ⓘ

Select the desired format of the output.

Start typing...

Previous Request ⓘ

Indicate whether you have previously requested this information.

Start typing...

Frequency ⓘ

Indicate whether you anticipate this to be a one time or recurring request.

Start typing...

Data Description ⓘ

Provide a detailed description of the information you are requesting e.g. field names, time period, and filters to be applied. Please do not include any sensitive information in your description.

Attachment ⓘ

File attachments associated with the ticket.

Browse...

No file chosen

Information Request Agreement

By submitting this request you agree to the following:

- I have read and understand the applicable data governance-related policies in the [Dartmouth Policy Portal](#).
- I have read and understand the [Guidelines for Handling Higher Risk Data](#).
- I agree that the information supplied will only be used for the purpose specified in this request.

Acknowledgement * ⓘ

Use this field to acknowledge the Information Request Agreement above.

☐ I Agree

Submit

Contact the Service Desk
☎ 603.646.2999 Toll-Free: 1.855.764.2485
🌐 services.dartmouth.edu

Dartmouth Alumni Help Desk
☎ 603.646.3202 Toll-Free: 1.855.215.9024
✉ alumni.help@dartmouth.edu