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| EAB Logo | Rapid Insight |

Reporting Request Form Template

This form is for requesting reports from the [Enter IR Office name in this box] to support specific data needs or analyses. Please provide as much information as possible to help us understand the purpose, scope, and urgency of your request so we can process it efficiently.

**Requestor Information:**

* Name: Click or tap here to enter text.
* Title/Position: Click or tap here to enter text.
* Department: Click or tap here to enter text.
* Email: Click or tap here to enter text.
* Phone: Click or tap here to enter text.

**Report Details:**

**Report Title/Subject: Click or tap here to enter text.**

* Purpose of the report:  
  *Explain how this report will be used and why it’s needed. Be as specific as possible.*

Click or tap here to enter text.

* Specific Questions/Key Data Points Needed:  
  *List any specific metrics, KPIs, or data fields you need included. Examples: enrollment by department, retention rates by demographic, graduation rates for first-gen students, etc.*

Click or tap here to enter text.

**Data Scope:**

* Time Period:  
  *(e.g., Fall 2021-Fall 2023, last 5 years)*Click or tap here to enter text.
* Student Population/Group:  
  *(e.g., all students, only first-year students, transfer students, specific majors or programs)*Click or tap here to enter text.
* Other Filters/Criteria  
  *(e.g., specific demographic details, program enrollment, GPA range, etc.)*Click or tap here to enter text.

**Desired Format:**

PDF

Excel spreadsheet or workbook

Other (please specify): Click or tap here to enter text.

**Deadline and Priority:**

**Requested Delivery Date:**

Click or tap here to enter text.

**Is this deadline flexible?:**

Click or tap here to enter text.

**Priority Level:**

High *(essential for an upcoming meeting/event)*

Medium *(important but not urgent)*

Low *(nice to have, but no immediate deadline)*

**Additional Information:**

**Have you requested this report or similar data before?:**

Yes (Please provide information on the previous request):

Click or tap here to enter text.

No

Not sure

**Additional Notes or Special Instructions:***Include any other relevant information or context that could assist with preparing the report.*

Click or tap here to enter text.