**Aggregate Data Level Request**

Requests for aggregate level data are to be submitted to the Office of Planning and Analysis (OPA) for review and approval. The requestor and those accessing the data may be required to have FERPA training and/or Institutional Review Board (IRB) approval. OPA will review and send to the appropriate data custodian for approval. Once approved by the appropriate data owner(s), data will be delivered via the University Drop Box.

The Office of Planning and Analysis (OPA) will not release data that can identify a student or employee without the expressed approval from the university divisional owner of such data. Accordingly, aggregate data in which cells counts are low enough to make it possible to identify a person will be masked (e.g., <5). In addition, the requestor and those accessing the data may be required to have FERPA training and/or Institutional Review Board approval (IRB). **Please allow up to 2 weeks for processing.**

Please complete the questions below (use additional pages as needed) and send to the Office of Planning and Analysis at email [OPA@wichita.edu](mailto:OPA@wichita.edu)

WSU ID: Name (print):

Title: Organization or unit:

Email: Phone:

1. What is the question(s) that is trying to be answered for which data are needed and how will it be deployed?
2. What is the target population?
3. What are the reporting parameters for the data (i.e., undergraduate/graduate students, time period, certain majors). Please be specific in terms of what parameters are needed.
4. What is the scope (time periods) of the data to report?
5. Who will have access (including viewing) to the data? Include WSU ID (if applicable), name, title, and status (faculty/staff/student/non WSU affiliated).
6. Where and how will the data be stored?