

Guidelines for Requesting Information from Office of Strategic Analysis & Reporting

To allow the Office of Strategic Analysis & Reporting (SAR) serve the data and information needs better on our campus and in the community at large, we implement the following data and information request process.

1. Please check SAR website <http://www.untdallas.edu/sar> dashboards, and data & reports pages. The information you are about to request might be available already. Please only request information that is not published.
2. All data and information requests have to be submitted through our online Data Request Form that could be found in the following web address.
 - a. <https://www.untdallas.edu/sar/sar-data-request> or
 - b. <https://www.untdallas.edu/sar>, and click on the Data Request on the top right corner of the page.
3. Please include all the information you need at one submission. Please do not submit duplicated requests.
4. If you are working with others on the same project for data needs, please collaborate with them to submit one request to avoid similar or duplicate requests.
5. Please make sure all fields in the form are complete.
6. Please include the terms (i.e. Fall 2017, Spring 2018, etc.) and data elements (i.e. enrollment headcount by school, SCH by Level of Study, Number of Degrees Awarded etc.) in the Data Requested field.
7. Someone in the Office of Strategic Analysis & Reporting will get back to you as soon as possible.
8. See the last paragraph in the [Guidelines for Processing Priorities](#) for expected timeline you could receive the information requested.
9. We reserve the right to question the genuine purpose of every request for the benefit of the institution and the community at large.