

## Data Processing Request

Name: \_\_\_\_\_ Date: \_\_\_\_\_

PID: \_\_\_\_\_ Phone: \_\_\_\_\_  
 (@vt.edu **not** required; multiple PIDs allowed; no aliases)

Department: \_\_\_\_\_

Title for data: \_\_\_\_\_

**Output** – Choose one or more of the following output options:

- Excel .CSV File** (Values match those of the opscan sheets.)
- Raw Data File** (A plain-text .sdf file. **Values are one less than those of the opscan sheets.**)
- Frequency Analysis** (The number of responses to each choice.)
- Item Averages** (The average response per question.)  
 A copy of the questionnaire must be provided to determine which questions cannot be averaged.

### Fields & Number of Questions Used

In the column for the type of form used, indicate the fields and number of questions used:

	Orange	Green	Purple	Gray
<b>ID</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Form</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
<b>Seat</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
<b>Group</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
<b>Questions Used</b>				

**What would you like us to do with the opscan sheets after processing?**

- I will pick them up later.
- Mail them to the following campus mail code: \_\_\_\_\_