

OFFICE OF THE REGISTRAR --- REQUEST FOR STUDENT INFORMATION

- Any information intended for external use must be requested from Research, Planning & Assessment.
- Faculty and staff information must be requested from the Office of Human Resources.

Information requested by [NOTE: a staff or faculty member must sign all requests]:

Dept. or organization: _____

Faculty/staff signature: _____

Contact name: _____ Phone: _____ E-mail: _____

Date requested: _____ Date needed*: _____

*** Information requests will be completed in the order they are received unless there is a problem processing the request. It takes at least 10 working days to process these requests. Please plan your request for information accordingly.**

Brief description of request & how information will be used (please include all criteria/output):
BE VERY SPECIFIC

For Undergraduate students:

- Classification is: SR [90+ hrs] JR [60+ hrs] SO [26+ hrs] FR [<26 hrs]
- "Class Of" is: August, December & May graduates i.e., Class of 2007 is 08/2006, 12/2006 & 05/2007

FORMAT: _____ LIST (print out) _____ E-MAIL ATTACHMENT

SORT SEQUENCE: _____ ALPHA _____ ZIPCODE _____ SPECIFY OTHER: _____

**THIS INFORMATION IS DATED AND IS FOR ONE-TIME USE ONLY.
PLEASE REQUEST AGAIN IF NEEDED TO INCLUDE ANY
UPDATES AND ADDITIONS.**

Sensitive data [GPA, SS#] will not be provided unless needed for a legitimate academic purpose.

For office use only:

Name of query/view/report: _____

Completed: _____