## Texas A&M International University **Office of Institutional Research**

## **REPORT REQUEST FORM (student/course information)**

Please allow sufficient time to process your request (DO NOT USE *ASAP*).         Name of requestor:	Date of request:	Date needed:
Report type:       List of students       List of courses       Summary report (count)         Is this report for conducting a survey?       Yes       No       If yes, which survey         Is the report to be shared with others?       Yes       No       If yes, what is the WebFocus Report Name?         Have you requested this report before?       Yes       No       If yes, what is the WebFocus Report Name?         How often will you need this information?       One-time       Daily       Weekly       Monthly         Bromat of output (specify):       Excel       PDF       Word (You must provide disk or jump drive for data transfer)         Purpose of report:	Please allow s	ufficient time to process your request (DO NOT USE "ASAP").
Report type:       List of students       List of courses       Summary report (count)         Is this report for conducting a survey?       Yes       No       If yes, which survey         Is the report to be shared with others?       Yes       No       If yes, what is the WebFocus Report Name?         Have you requested this report before?       Yes       No       If yes, what is the WebFocus Report Name?         How often will you need this information?       One-time       Daily       Weekly       Monthly         Bromat of output (specify):       Excel       PDF       Word (You must provide disk or jump drive for data transfer)         Purpose of report:		
Report type:       List of students       List of courses       Summary report (count)         Is this report for conducting a survey?       Yes       No       If yes, which survey         Is the report to be shared with others?       Yes       No       If yes, what is the WebFocus Report Name?         Have you requested this report before?       Yes       No       If yes, what is the WebFocus Report Name?         How often will you need this information?       One-time       Daily       Weekly       Monthly         Bromat of output (specify):       Excel       PDF       Word (You must provide disk or jump drive for data transfer)         Purpose of report:	Name of requestor:	Dept/College: Phone:
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Please check data to be included in the report. Do not include data that you do not need.         D       Name       Mailing Address       E-Mail (TAMIU)       Phone       Cumm GPA       Other GPA         College       Degree       Major       Student Type       Hrs Enrolled       Level       Class         Gender       Ethnicity       Course       Grades       Faculty    Additional data and selection criteria for report:          Notice:       The information contained in this report of student information may contain personally identifiable information that is legally protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). All University employees who access this information must make every effort to store student data in a secure and confidential environment. Only administrators, faculty and staff employed by Texas A&M International University who demonstrate a genuine need to know based on a legitimate educational interest may have access to a student's record. A legitimate educational interest will be limited to such information as is necessary to fulfill those responsibilities. The contents of this report should not be shared with anyone who does not have a legitimate, demonstrated need to know the information contained herein. Official student, program, college, department, faculty and staff statistics should only be obtained and released with guidance from the Office of Institutional Research. Students who have officially requested withholding of information will not appear on your reports. Once you have completed use of this information, you are required to destroy it.         Requested by:	Format of output (specify).	(100  must provide disk of jump drive for data transfer)
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Supervisor Signature of supervisor is required before request can be processed	Requested by:	Authorized by:
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(For office use)  $\Box$  Approved by Registrar WebFocus Report Name :\_\_\_\_\_ Date Completed:\_\_\_\_