

Texas A&M International University
Office of Institutional Research

REPORT REQUEST FORM (student/course information)

Date of request: _____ Date needed: _____

Please allow sufficient time to process your request (DO NOT USE "ASAP").

Name of requestor: _____ Dept/College: _____ Phone: _____

E-Mail: _____ (E-Mail for Notification Only. No report will be distributed through E-Mail)

Report type: List of students List of courses Summary report (count)

Is this report for conducting a survey? Yes No

Is this report for completing a survey? Yes No If yes, which survey _____

Is the report to be shared with others? Yes No If yes, whom? _____

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
 Semester Annual Other _____

Format of output (specify): Excel PDF Word (You must provide disk or jump drive for data transfer)

Purpose of report: _____

Please check data to be included in the report. Do not include data that you do not need.

- | | | | | | | |
|----------------------------------|------------------------------------|--|---|---------------------------------------|-----------------------------------|--|
| <input type="checkbox"/> ID | <input type="checkbox"/> Name | <input type="checkbox"/> Mailing Address | <input type="checkbox"/> E-Mail (TAMIU) | <input type="checkbox"/> Phone | <input type="checkbox"/> Cumm GPA | <input type="checkbox"/> Other GPA _____ |
| <input type="checkbox"/> College | <input type="checkbox"/> Degree | <input type="checkbox"/> Major | <input type="checkbox"/> Student Type | <input type="checkbox"/> Hrs Enrolled | <input type="checkbox"/> Level | <input type="checkbox"/> Class |
| <input type="checkbox"/> Gender | <input type="checkbox"/> Ethnicity | <input type="checkbox"/> Course | <input type="checkbox"/> Grades | <input type="checkbox"/> 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 arising from the faculty/staff member's fulfillment of his/her assigned responsibilities, and disclosure 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: _____ **Authorized by:** _____

Supervisor

Signature of supervisor is required before request can be processed

(For office use) Approved by Registrar WebFocus Report Name : _____ Date Completed: _____