

Request for Student Information

Date:

1. Name of Requestor:

2. Intended Use of the Information Requested:

3. Information Requested: (GPA, hours completed, classification, major, etc.)

4. What format do you wish to receive the information? (e-mail or hardcopy, spreadsheet, text file, etc.)

5. Date Information is needed: _____

Note: Only the name, e-mail address, permanent or local address will be provided to match the criteria outlined in item 3.

I, _____, hereby agree that this information will be used as intended only for the person or entity to which it is addressed and I also verify that I understand that this is confidential and privileged information. Any review, distribution, or other unauthorized use of the information by persons or entities other than the intended recipients is prohibited. I agree not to publicly display or discuss the material or leave this information on my computer for more than one semester for which the information is requested.

FOR DEANS OFFICE USE

Completed by: _____

Date Completed: _____