Requester Information

Employee’s Full Name: ______________________________ (please print)

Email Address: ______________________________________________________

Phone Extension: ___________  Department: _____________________________

Date Submitted: _______________  Date Needed: _______________________

General Report Information

Report Title (Current Title, if exists): ____________________________________

Importance:   [ ] High    [ ] Med    [ ] Low
(Explaination on back)

Urgency:   [ ] Immediate    [ ] High   [ ] Medium   [ ] Low
(Explanantion on back)

Is this report?   [ ] New    [ ] Existing    [ ] Modified

How often will report be needed?

Daily [ ]  Weekly [ ]  Monthly [ ]  Yearly [ ]  Each Semester [ ]  On Demand [ ]

Report Specifics

Banner System:

[ ] Student  [ ] Financial Aid  [ ] Finance  [ ] Alumni  [ ] Dual Enrollment  [ ] Human Resources

Report Fields: ___________________     ___________________     ___________________     ___________________     ___________________

Report Description:

Report Format:   [ ] Printable  [ ] Excel  [ ] On Screen
Importance:
   High - strategic decision making.
   Medium – betters student experience or saves resources.
   Low – makes your job easier.

Urgency:
   Immediate – stops production.
   High – losing money or time.
   Low – workaround exists.

This report includes non-directory information that cannot be released without the student’s written consent. Family Educational Rights and Privacy Act (FERPA) rules apply, but the information is released for internal purposes only. Should you have questions concerning the release of information, please contact the Registrar or the Director of Admissions and Records.

When the information contained in this report is no longer needed, the report should be returned to the Records Office or shred. Please do not place this item with the regular or recycle trash.

Employee Signature: ________________________   Supervisor Signature: ________________________