

**CHATTANOOGA STATE COMMUNITY COLLEGE
BANNER REPORT REQUEST FORM**

Complete and forward this form to the Computer Center.

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
(Explanation on back)

Urgency: Immediate High Medium Low
Explanation 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 – better 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: _____