REQUEST FOR REPORT

Submit SIGNED request to:
Ms. Charlise Anderson
Lane College
Phone: 731.426-7575

For office use only

<table>
<thead>
<tr>
<th>Researcher Assigned</th>
<th>Date Completed</th>
</tr>
</thead>
</table>

Date of Request: ____________  Date Needed: ____________

Please allow sufficient time for processing your request (DO NOT PUT ASAP)

Name of Requestor: ______________________________________

Department: ______________________________________________

Phone: __________________________________________________

E-mail: __________________________________________________

Report Type:  □ Students  □ Courses  □ Summary Report  □ Faculty  □ Staff
□ Other ________________

Sort Order:  □ Major  □ ID  □ Department  □ Other (specify) ________________

Select Term:  □ Current Semester Only  □ Include Other Semesters: (specify) ________________

Student Type:  Degree Seeking (declared)  Non-degree  Does Not Apply

Student Level:  Senior  Junior  Sophomore  Freshman  Does Not Apply

Is this report for conducting a survey?  □ Yes  □ No
If yes, have you received approval from the Academic Affairs Office?  □ Yes  □ No

Purpose of Report: Description of Report:

Is this report to be shared with others?  □ Yes  □ No
If yes, with whom?

Include the following information (if appropriate for your request):

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Name</th>
<th>College</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Degree(s) (specify)</td>
<td></td>
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<tr>
<td>□ Majors (specify)</td>
<td></td>
<td></td>
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<tr>
<td>□ GPA (select over/under/range)</td>
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<td></td>
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<tr>
<td>□ Classification</td>
<td></td>
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<tr>
<td>□ Other</td>
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</tbody>
</table>

Check these ONLY if you need to contact students:

E-mail address (Lane College e-mail only)  □ Mailing Address  □ Phone

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 secure and confidential environment. Only administrators, faculty and staff employed by Lane College 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 an interest 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 & Planning. Once you have completed use of this information for the purpose described above, it should be destroyed.

Authorized by: ______________________________________

( Division Chair, Director, Vice President)

Signature of supervisor is required before request can be processed.