

LAMAR UNIVERSITY

DATA REQUEST FOR CURRENTLY ENROLLED STUDENTS

Section I - Requestor Information

Department _____

Banner Index _____

Phone _____

Email Requested Information To _____

Requested By _____

Section II - Report Details

Type of Output _____

Address Preference _____

Privacy Restrictions Include Exclude students with privacy restrictions on their records in these reports.

Who to include

Purpose of Request _____

How to Sort Report _____

Frequency of Report _____

<input type="checkbox"/> Campus ID	<input type="checkbox"/> Sex	<input type="checkbox"/> Admit Status	<input type="checkbox"/> Attempted Hrs
<input type="checkbox"/> Student Name	<input type="checkbox"/> Ethnic Code	<input type="checkbox"/> Class	<input type="checkbox"/> Earned Hrs
<input type="checkbox"/> Address	<input type="checkbox"/> Veteran Code	<input type="checkbox"/> Major	<input type="checkbox"/> Transfer Hrs
<input type="checkbox"/> Phone	<input type="checkbox"/> Country	<input type="checkbox"/> Minor	<input type="checkbox"/> Lamar Hrs
			<input type="checkbox"/> GPA

Requesting any of these data elements, this form must first be faxed to the Registrar at ext. 2114 for approval.

This certifies that the above person(s) are seeking information for official university purpose and that this information will only be shared with fellow university officials who have a legitimate need to know. This information will be utilized for only directory information as defined by university policy. I/We understand that it is a violation of federal law to not protect and dispose of this information appropriately.

Signature _____

Date _____

Section III - Approved

Registrar _____

Date _____

For Office Use Only

Processed By _____

Date _____

Argos Information

Is an Argos report required? Yes No

Does the requestor have an existing Argos account? Yes No