



Data Order Form

Office of the Registrar

Name: _____ **E-Mail:** _____

Dept: _____ **Ext.:** _____

Date Requested: ___/___/___ **Date Needed:** ___/___/___

All requests must be approved by the registrar and given a minimum of 5 working days for processing

Purpose of request for information (must pass the FERPA test):

Define the selection criteria (e.g. All undergraduate, full time, females from Colorado in the Business Administration program with GPA of 3.00 and above, with blond hair and blue eyes):

What data fields are needed on this report or table (e.g. Name, ID, Campus Box #, Advisor, etc.):

How do you want this data sorted (e.g. By Class – Ascending, By Name – Descending):

What medium do you wish the data to be on?

- Attached to E-Mail (choose 1):
- Excel File Delimited Text File Avery 5160 Label Format (you must provide) Print Ready Document
- Other: _____

Plain Paper (choose only if you do not have access to e-mail)

For use by the Office of the Registrar

Registrar's Approval: _____ **Date:** ___/___/___

Completed By: _____ **Date:** ___/___/___