



# Data Request Form

Office of the Registrar

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Ext.: \_\_\_\_\_

Date Requested: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Needed: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

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**Purpose of request for information:**

\_\_\_\_\_  
\_\_\_\_\_

**Define the selection criteria** (e.g. all 1L, full time, females from Colorado in the Business Law concentration with a GPA or 77 and above, with blond hair and blue eyes):

\_\_\_\_\_  
\_\_\_\_\_

**What data fields are needed for this selection** (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 (must provide)    Print Ready Document (pdf)

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For use by the Office of the Registrar

Approval: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Completed By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_