OFFICE OF ENROLLMENT RESEARCH AND PLANNING

Information Request Form

? Requests must be submitted in writing.
? The Dean of Students **must** approve all requests from students or student organizations prior to the request being submitted to the Office of Enrollment Research and Planning.
? Appropriate lead time (at least 7-10 working days) should be given for processing requests.

Confidential information is provided in response to specific requests. Disclosure of this information to unauthorized parties violates the Family Educational Rights & Privacy Act (FERPA).

It is expected that you will:

- ? **handle this information in a confidential manner - keeping it secure at all times.**
- ? **communicate this information ONLY to other parties authorized to have access to it in accordance with the provisions of FERPA.**
- ? **use this information only for its intended purpose.**
- ? **properly dispose of this information when it is no longer needed.**

OBJECTIVE/PURPOSE OF REQUEST:

INFORMATION REQUESTED (please specify WHAT information you need - selection criteria):

FORMAT FOR OUTPUT: _____ Labels _____ List _____ Other (please specify)

ORDER OF OUTPUT: _____ Alpha _____ Zip code _____ Other (please specify)

If you are requesting a LIST, please indicate what data items you would like listed on the printout:

Requester's name	Department/Organization	Phone number
Requester's signature	Dean of Students signature (if needed)	Date submitted

DATE BY WHICH THE INFORMATION IS NEEDED: _____

HOW WOULD YOU LIKE TO RECEIVE THE INFORMATION:
_____ pick up at 73 Tremont, 3rd fl. _____ via interoffice mail _____ via email attachment

****IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT US****
PHONE: 617 305-1912 OR 1913 FAX: 617 305-1754

OFFICE USE ONLY

Completed on _____ Rec'd from DP on _____ Mailed on _____ Initials _