

Instructions: Requests can be submitted by fax at (480) 965-6967, or through inter-office mail code 0412.

DATE REQUESTED:

CONTACT INFORMATION	
Submitted by:	Phone:
Email:	College:
Has our office compiled this information for you before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Report Name: <input type="checkbox"/> Don't Know
Date Needed: <b>Note:</b> Allow at least 10 business days; peak business times require additional processing time.	

REQUESTED INFORMATION
<input type="checkbox"/> Name <input type="checkbox"/> EMPLID* (Affiliate ID) <input type="checkbox"/> GPA <input type="checkbox"/> Financial Need <input type="checkbox"/> Ethnicity <input type="checkbox"/> Major <input type="checkbox"/> Enrolled Hours <input type="checkbox"/> Residency <input type="checkbox"/> Orphan/Ward of Court <input type="checkbox"/> Other (Explain):
*if you are providing a list of students to be queried, EMPLID (Affiliate) must be provided.
Academic Level: <input type="checkbox"/> First Time Freshman <input type="checkbox"/> Continuing <input type="checkbox"/> All
Term(s) of Data: Semester(s)                      Year(s)
Date Needed as of: <input type="checkbox"/> 21 <sup>st</sup> Day <input type="checkbox"/> Current Date
Campus Needed: <input type="checkbox"/> All <input type="checkbox"/> Downtown Phoenix <input type="checkbox"/> Polytechnic <input type="checkbox"/> Tempe <input type="checkbox"/> West
Purpose - explain the purpose and/or need for this information detailing how the information will be used for educational purposes:

FERPA CERTIFICATION		
<p>Arizona State University, pursuant to the Family Educational Rights and Privacy Act (FERPA) of 1974 (the Buckley Amendment), has a comprehensive policy to safeguard the confidentiality of student personal information. Complete instructions are furnished in the University Bulletin, "ASU Policy on the Release of Student Information". Further information is available in the Office of the Registrar, Student Services Building or call (480) 965-3124.</p> <p>You must agree to abide by applicable Federal Law, State Law, and University Policies in order to obtain the academic and/or financial information requested. The Financial Aid System Access Policy states that information can be released to employees who are determined to have a "legitimate educational interest" in the information requested. A legitimate educational interest is represented by a demonstrated "need to know". Use of the information must be necessary for the individual to perform tasks related to job responsibilities. Furthermore, use of the information must be within the context of official university business, and not for purposes extraneous to the individual's areas of responsibility or to the university. I have read the above policy statements governing access of information and I agree to abide by them.</p>		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Signature: _____</td> <td style="width: 50%; border: none;">Date: _____</td> </tr> </table>	Signature: _____	Date: _____
Signature: _____	Date: _____	

OFFICE USE ONLY
PROCESSED BY: _____ DATE: _____
NOTE: