

REQUEST FOR REPORT



Submit SIGNED request to:
Nicole Edwards Evans, Director of Institutional Research & Planning
JSU Box 17147
Phone: 601.979.2615, fax: 601.979.9307

For office use only Researcher Assigned Date Completed

Date of Request: Date Needed:
Please allow sufficient time for processing your request (DO NOT PUT "ASAP")

Name of Requestor:
Department/College:
Phone:
E-mail:

Report Type: Students Courses Summary Report Faculty Staff
Other
Repeat Request?: Fall Spring Every Term After drop/add Other
Sort Order: Major ID (J#) Department Other (specify)
Select Term: Current Semester Only Include Other Semesters: (specify)
Student Type: Degree Seeking (declared) Non-degree All Does Not Apply
Student Level: Undergraduates Only Graduate Students Only Both Does Not Apply

Is this report for conducting a survey? Yes No
If yes, have you received approval from the University IRB? Yes No

Purpose of Report:

Description of Report:

Is this report to be shared with others? Yes No
If yes, with whom?

Include the following information (if appropriate for your request):

Student ID Name College
Degree(s) (specify)
Majors (specify)
GPA (select over/under/range)
Classification
Other

Check these ONLY if you need to contact students:

E-mail address (JSU e-mail only) Mailing Address Phone

NOTICE: The information contained in this report of student information may contain personally identifiable information that is legally protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). All University employees who access this information must make every effort to store student data in secure and confidential environment. Only administrators, faculty and staff employed by Jackson State University who demonstrate a genuine need to know based on a legitimate educational interest may have access to a student's record. A legitimate educational interest will be limited to an interest arising from the faculty/staff member's fulfillment of his/her assigned responsibilities, and disclosure will be limited to such information as is necessary to fulfill those responsibilities. The contents of this report should not be shared with anyone who does not have a legitimate, demonstrated need to know the information contained herein. Official student, program, college, department, faculty, and staff statistics should only be obtained and released with guidance from the Office of Institutional Research & Planning. Once you have completed use of this information for the purpose described above, it should be destroyed.

Authorized by:
(Department Chair, Director, Dean, Vice President)

Signature of supervisor is required before request can be processed.