



Request for Academic, Personal, or Statistical Data Ad-Hoc Reports

Your request will be reviewed in light of the *Family Educational Rights and Privacy Act of 1974*, as amended. All requests will be processed as expeditiously as possible in the order in which they are received. Requests submitted during a high priority of other deadlines during the term may take longer to process. Please complete the form below and then email your completed form to: lucille.calore@providence.edu.

From: _____ Dept/Office: _____ Email: _____

Please indicate level of population: UG SCE GR

Attributes: Student Athletes Liberal Arts Honors International Students Other _____

Data Requested: (Please check appropriate boxes)

- | | | | |
|---|---|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Student Name | <input type="checkbox"/> Address | <input type="checkbox"/> Friar Box | <input type="checkbox"/> PC Email |
| <input type="checkbox"/> Personal Email | <input type="checkbox"/> Class Year | <input type="checkbox"/> Majors | <input type="checkbox"/> Minors |
| <input type="checkbox"/> Home Phone | <input type="checkbox"/> Cell Phone | <input type="checkbox"/> Class Rank | <input type="checkbox"/> GPA |
| <input type="checkbox"/> Conferred Degree | <input type="checkbox"/> Pending Degree | <input type="checkbox"/> Diploma Hold | <input type="checkbox"/> Dean's List |
| <input type="checkbox"/> Other: _____ | | | |
| <input type="checkbox"/> Parent Name | <input type="checkbox"/> Parent Address | <input type="checkbox"/> Parent Email | |

Transcript Request: Dept. _____ Major/Minor _____ Class Year _____

Degree Audit Request: Dept. _____ Major/Minor _____ Class Year _____

Reason for Request: (Please be thorough)

Format: (Please check appropriate box)

Printout will full Banner IDs picked up at Registrar's Office

Excel Spreadsheet with last 4 digits of Banner ID through email

Signature and Title of Requestor

Date

OFFICE USE ONLY:

Approved Denied Returned for Additional Information

Explanation: _____

Lucille A. Calore

Senior Associate Registrar