



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: sboswort@providence.edu. This form is for internal PC use only, for outside requests please email sboswort@providence.edu.

From: _____ Dept/Office: _____ Email: _____

Due Date: _____

Please indicate level of population: UG SCE GR

Attributes: Student Athletes Liberal Arts Honors International Students Other _____

Data Requested: (Please check appropriate boxes)

Student Name	Address	Friar Box	PC Email
Personal Email	Parent Email	Majors	Minors
Home Phone	Cell Phone	Class Rank	GPA
Conferred Degree	Pending Degree	Diploma Hold	Dean's List
Parent Name	Parent Address	Other: _____	
		Class Year(s): _____	

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

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

Reason for Request: (Please be thorough)

Format: Encrypted Email with Excel Spreadsheet

Signature and Title of Requestor _____
Date

OFFICE USE ONLY:

Approved Denied Returned for Additional Information
 Explanation: _____