

REQUEST FOR DATA , REPORT OR SURVEY

Submit SIGNED request to:
Dr. Charlise Anderson
Jarvis Christian College
Phone: 903-730-4890, Ext. 2174

For IR/IE Office use only **Date Received:** _____ **Date Completed:** _____

Date of Request: _____ Date Needed: _____

Please allow sufficient time for processing your request (DO NOT PUT ASAP)

Name of Requestor: _____

Department: _____

Email: _____

Phone: _____

- Report Type:** **Students** **Courses** **Summary Report** **Other**
- Sort Order:** **Student ID** **Major** **Department** **Other**
- Select Term:** **Current Semester Only** **Other Semester (please specify)**
- Student Type:** **Degree Seeking** **Non-degree** **N/A**
- Student Level:** **Freshman** **Sophomore** **Junior** **Senior** **N/A**

Is this request/report for developing and conducting a survey? **Yes** **No**

If yes, please provide survey questions or other detail of data to be collected:

Purpose or Description of Report:

Is this report to be shared with others? **Yes** **No**

If yes, with whom?

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 College 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 Jarvis Christian College 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 & Effectiveness.