Request for Student Data

Registrar's Office   **Alfred University**

Name:_____   Position: _____

Department: _____   Phone#: _____

Please describe what data you need:

Desired format:
☐Excel   ☐ Word   ☐ Mailing list   ☐ Need just a list of student names and ID
☐ Need Total Counts (how many students in a particular major)

Purpose of needed data:

Specific data you needed (Such as Banner ID, full name, sort name, major, etc.)

Date information/report is needed:_____

Is this a: ☐ One time only request.   ☐ Recurring
If recurring please confirm how often and when:

Additional instruction?

Please note:
- Email this completed request form to the Assistant Registrar, jurszawilliams@alfred.edu.

- Most times distributed reports will be sorted by student name. Any additional sorting will be the responsibility of the requester. As possible, depending on the request we may be able to accommodate limited additional sorting. Word documents cannot be sorted, they come as is.

- The data you request needs to be in conjunction with the needs and duties of your position.   We work to protect the privacy and rights of our students as defined by FERPA regulation.