

**REQUEST FOR INFORMATION**  
*Student Information System*

This form is to be used by those requesting information from the Registrar's Office. Federal privacy regulations require strict monitoring of access to student information. **PERSONS OR ORGANIZATIONS MUST DEMONSTRATE THAT THE INFORMATION IS NEEDED FOR INSTITUTIONAL/EDUCATIONAL REASONS ONLY.** Requestors accept the fact that misuse of student information may subject them to discipline under ASU policies and/or civil liability.

<b>Requestor</b>	<b>Dept.</b>	<b>Phone #</b>	
<b>Date Requested</b>	<b>Date Needed</b>		
<b>Request Type:</b> (Check all that apply)	Electronic Announcement	Hard-Copy Report	Mailing Labels: ASU Box Address Permanent Address

**Explain the need for this information:**

**Enter the text of the electronic announcement:**

**Selection Criteria: (Example: List of students majoring in English with a GPA of 2.5 or above)**

**Year/Term(s) for which report is to be run:**

**Sort List:**    Alpha            By Class            By Major            By GPA

**Other**

**Sort Labels**            ASU BOX                            ZIP CODE

**(If labels are being requested, please include a sample of the letter that is to be mailed.)**

**List items to appear on report (e.g. Name, Class, Major)**

**Return completed form to Gail Eller, Registrar's Office**  
**Phone: (828) 262-6824      Fax: (828) 262-7359**