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Request for Reports

Name: _____

Phone Number: _____

E-mail Address: _____

Date Needed: _____

If the report was done for you in the past, please provide the name of the report, usually listed at the top of the report:

Would you like the report in Excel Spreadsheet format or PDF? Excel PDF

Please provide precisely what you would like included in the report (last name, first name, middle initial, address, major, degree, etc.).

If you want various majors within degree included in the report, please provide major codes for data needed:

Please include which semester(s) and year(s) to be included in the data:

REQUESTS WILL REQUIRE UP TO 3 WORKING DAYS TO PROCESS.