



# College of Education Web Focus Request Form

Please Return this form to the Dean's Office (KH334)

Your Name: \_\_\_\_\_

Date Needed: \_\_\_\_\_

**Information Needed:** (Check all that apply) or (Fill-in other data)

____ Name	____ Cum GPA	____ Other _____
____ SS#	____ College GPA	____ Other _____
____ Course#	____ Gender	____ Other _____
____ Section#	____ Ethnicity	____ Other _____
____ Graduate	____ Major	____ Other _____
____ Undergraduate	____ Degrees Awarded	____ Other _____
____ E-mails	(by year _____)	
____ Land Addresses		

(In addition, please describe below what data/information you need)

(ie. I need a list of all the COE May05 Under Graduates with mailing addresses- street, city, state, zip) or (I need a list of current COE minority undergraduates majoring in Secondary Education with a GPA of 3.35 or higher)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was this report ran last year or before, please circle: YES NO

**Purpose and usage of Data Requested:**(Describe Below)

**Authorization:**(some data requests require approval)

\_\_\_\_\_(ie. Dean's Office, Dept. Chair, Coord....)

NOTE: All data will be returned to you in an excel document, via email.

<b>Office Use Only:</b>	
OLD Web Report Name: _____	
Path: _____	
File _____ .xls	New web report name: _____
Emailed backon _____	Time Spent: _____