

**Office of the Registrar
CUSIS
Data Request Form**

Registrar Received Date:
Received by:

Office or Department:	Project Title:	Date Needed (Please allow at least 5 business days; do NOT use ASAP)
Name:	Format: Excel List Query	Request Date:
Telephone:	Other format:	Name of Requester: Campus Email address: <small>By signing this request, I agree to protect and not make any authorized release of this data to third-parties in accordance with FERPA and other privacy laws.</small>

@uuky#u@Vo
 Use this form to request data from the Office of the Registrar (depending on workload, some requests may take longer than 5 days)
 Save completed form to your computer, then email to tcasey2@uccs.edu or fax to 719-255-3116 (Attn: Todd Casey).
 Requests for mailing labels should be submitted to the OIT department at <https://www.uccs.edu/it>.
 If you have questions, please call Jan Kemper at 719-255-3380 or Todd Casey at 719-255-3434.

What is the population you want on your report (e.g. all students who took GPS 1010 in Fall 2018, etc.)? Please be very specific.

What fields do you want on your report (e.g. Last Name, First Name, Email Address, etc.)? Please be very specific. Any FERPA protected information will undergo an approval process and will delay results.

What will this data be used for (e.g. invitation to honor society, graduate research, etc.)? Please be very specific. Any FERPA protected information will undergo an approval process and will delay results.

Office of the Registrar Department Use ONLY

Approved/Rejected By: Date:	Query Type: Name:	Completed by: Date:
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