

Information Services Data Request

(rev 9/12/02)

Please email requests to the correct email. OR fax to 895-2371

For Human Resource data email to: hrdata@spsmail.org
For financial data email to: financialdata@spsmail.org
For student data email to: studentdata@spsmail.org

Name of Person Making Request Date of Request

School/Department Phone

Email Address

When is the best time to contact you?

1. What information do you need?

2. What order do you want this report sorted in?

For example—Straight alpha, by last name, by grade, by date, zip code, etc....

3. Do you want the report in Paper or Electronic form.

If electronic what format?

Excel Comma delimited

Other—Describe

If paper

Labels (please allow 5 to 10 days)

List (green bar)

4. Date needed

5. Do you want this report

mailed to you in school mail

emailed to you: email address

to be picked up at Information Services, 940 N. Jefferson

6. How many copies?

7. Is this report from current information or from the state reporting days? (last Wed. in Sept. and/or last Wed. in Jan.) Current State Reporting Days

8. To help us provide you with accurate data please tell us how you plan to use this data.