

REQUEST FOR STUDENT RECORD INFORMATION

Send Completed Requests: RegIT@unt.edu

For Questions: 940-565-3701

Please note that adhoc student record requests are intended for internal departmental use only. If you need official statistics or information to be used for accreditations, you will need to contact the Office of Institutional Research and Effectiveness.

Name of Requester: _____ Phone #: _____

Department: _____ EUID: _____

Account #: (no charge but shows departmental consent): _____ Account Holders Signature: _____

Contact and phone # for additional information (if different from above): _____

If information is for a sponsored student organization on campus, the name of the organization is _____

Are you the sponsor? Yes No (form must be completed by the sponsor listed with the Student Association)

Will this listing be released to another organization than the requesting department? Yes No

The below section must be completed in order for a request to be processed.

*In order for us to comply with the rights of students and alumni to withhold their directory information as provided by the Family Education Rights and Privacy Act of 1974, as Amended, and to aid us in processing your request, please indicate on the following line how this information will be used **Please give a detailed explanation of the purpose for the request and how the data will be used.***

Check here to indicate that you understand that student information is considered private can only be accessed by UNT employees who have completed the required FERPA training. By checking this box you are also agreeing to be responsible for the security of the data. The listing cannot be released to students (even if members of a campus organization) n or to any other individuals or organizations outside of the University.

What are your desired search criteria?

Desired format(s)? Excel File Text File E mail Address: _____

Desired Order? Ascending OR Descending

Please check all the items you want printed on the report.If you require additional search criteria, please mark "Other" and specify in appropriate area.

Current Semester Prior semester(s) – please specify: _____

Name Empl EUID Mailing address Email

Cumulative GPA – UNT only Minimum GPA – UNT Only – please specify: _____

Academic Plan (majors/minors) _____

Academic Program (college) _____

Total cumulative semester hours – UNT only Applied for Graduation Graduated (list terms) ____

Classification Level – please specify _____

Others – please specify _____

Registrar's Office Use Only

Date Received: _____ Reviewed by: _____ Log #: _____

Date Emailed: _____ WH/D

Notes: _____