



MIS Data Request

Print Form, Fill out completely, and Deliver to CSS

Your Name: _____

Phone: _____

Email address: _____

Date needed: _____

Purpose/Use of this data:

Queries should include data from the following semesters:

The criteria for the queries (output) are as follows:

What data fields would you like to see in the results?

All data will be presented in PDF format unless approved by VMIS Database Administrator

You must read and accept the following

I understand that this report may contain confidential student information covered by the Family Educational Rights and Privacy Act. The data contained within this report is to be used for legitimate educational purposes only, and is to be destroyed when no longer needed. I have read and understand the VMIS Information Security Policy. All requests will be reviewed.

I understand and agree with the above statement. _____

Signature

Date

-----CSS Use only-----
Date Received: _____

Referred to _____ for approval on _____

Approved

Denied

Initials:

Reason: