

# Database Report / Merge File Request Form

I am requesting the following Report / Text Merge

New

Modified

Access to run

(Complete boxes B & C Below)

(Complete boxes A & C Below)

(Complete box A Below)

Database:  AS400 (TE)

Admiss/ Quodata (QX)

Request Date: \_\_\_\_\_

Requested by: \_\_\_\_\_ Ext: \_\_\_\_\_ Department \_\_\_\_\_

**Box A:** Specific name(s) of Select(s) and/or Report if known:  
 \_\_\_\_\_

**Box B:** Department Approval \_\_\_\_\_ Date \_\_\_\_\_  
 Reason for request: \_\_\_\_\_  
 How often is this information needed: \_\_\_\_\_  
 Format:  Excel File  Paper Report  Other \_\_\_\_\_  
 Date needed (*Please allow at least 3-5 working days*): \_\_\_\_\_

*Cornell College regards all database information as essentially private. As a matter of convenience, offices holding information will, upon request, provide information in the form of lists or electronic files to chartered Cornell organizations and offices with legitimate interests in the information. Such records are protected by the **Family Educational Rights and Privacy Act**, and are provided with the understanding that they may be used only for the purpose for which they were requested and may not be re-released to another party without consent of the department(s) in control of the data.*

Box C: Criteria	Other Criteria/Information requested
<input type="checkbox"/> Freshmen	_____
<input type="checkbox"/> Sophomores	_____
<input type="checkbox"/> Juniors	_____
<input type="checkbox"/> Seniors	_____
<input type="checkbox"/> Unclassified	_____
<input type="checkbox"/> All	_____
<input type="checkbox"/> Other _____	_____
<b>Specific Information Needed</b> ( <i>select all that apply</i> ):	_____
<input type="checkbox"/> Last Name	_____
<input type="checkbox"/> First Name	_____
<input type="checkbox"/> Name (First and Last together/Mailing)	_____
<input type="checkbox"/> Address (check all that apply)	_____
<input type="checkbox"/> Home (LHP/ Priority)	_____
<input type="checkbox"/> Parent (PGDN)	_____
<input type="checkbox"/> 2 <sup>nd</sup> Parent (P2ND)	_____
<input type="checkbox"/> Email	_____
<input type="checkbox"/> Campus Box (CBOX)	_____
<input type="checkbox"/> Major(s) _____	_____
<input type="checkbox"/> Minor(s) _____	_____

**For use by Report/Select creator:**  
 Specific name(s) of Select(s)/Reports: \_\_\_\_\_  
 Date created/edited: \_\_\_\_\_ Notes: \_\_\_\_\_

- 12/7/07 **Procedure for Requests:**
1. Complete as much of the form as possible – consult the person/dept. in control of the data if necessary.
  2. Submit the form to the person/department in control of the data for approval.
  3. The person/department in control of the data completes the form and keeps the original.