

# Report Request

## VALPARAISO UNIVERSITY - OFFICE OF THE REGISTRAR

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Student organizations must have reports requested by the faculty advisor.  
Individual student requests must be approved by the Student Affairs office.

\_\_\_\_\_ (SA Approval)

Date Submitted: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Requested By: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_ Office/Department: \_\_\_\_\_

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**Selection Criteria** – This is used to limit the output information to obtain only what is needed. The five most common criteria are listed below. Circle what is to be used in selecting information. If needed, you can be more specific in the **Additional Criteria**.

**Division:**      All      Undergrad      Grad      Law  
**College:**      All      A&S      CBA      COE      CON      CC  
**Class:**      All      FR      SO      JR      SR  
**Status:**      All      FT      PT  
**Term:**      Fall      Spring      Summer I      Summer II      **Year:** \_\_\_\_\_

**Additional Criteria:** (other groups to include or to exclude)

\_\_\_\_\_

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**Sort Order:** Circle 1 from each pair below and write the item, or items, to sort on.

Ascending or Descending      **AND**      Alpha or Numeric

**By These Items:** \_\_\_\_\_

\_\_\_\_\_

**Report Fields:** Items required on the report. List the items as they are to appear in the report.

\_\_\_\_\_

\_\_\_\_\_

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**Date Completed:** \_\_\_\_\_ **Report Name:** \_\_\_\_\_

**Completed By:** \_\_\_\_\_ **Program Name:** \_\_\_\_\_