



# FGCU Data or Report Request

## Institutional Research

[IR@fgcu.edu](mailto:IR@fgcu.edu)

239-590-7042

IR will acknowledge your request by telephone or email within two business days of receipt, and will advise on delivery date in that acknowledgment. We will do our best to accommodate your needs, but please be aware that mandatory Board of Governors, Board of Trustees and other federal and state reports will have priority over other requests. Click the Submit button when finished - if the submit does not work, it means your default "mailto" setting is not active. Simply download the form and email it to us.

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Title: \_\_\_\_\_ Dept./Office: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### DATA AND REPORTING INFORMATION:

Purpose of the request. What information are you seeking and for what purposes? Please be as specific as possible.

**PARAMETERS** - Time periods, types of students, etc. For example, which years, terms or dates should the data cover? Which type of student? Graduate, undergraduate, FTIC?

Time Period(s): \_\_\_\_\_ Type of Student: \_\_\_\_\_

**DATE** Information is needed. Please be specific :

**OTHER NOTES:** Please include any other information or notes.

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By submitting this request and in accordance with FGCU Education Records Policy, FERPA (Family Educational Rights and Privacy Act, 1974) and IRB protocol, I acknowledge the following information to be accurate and truthful to the best of my knowledge. I acknowledge I am in receipt of the University's Education Records Policy, 3.21, and the FGCU Students Records Procedures and Management Guide (revised July 2004). Further, I understand my responsibilities concerning the security, storage, and training issues surrounding the use and release of confidential or directory student record.

*Note - if you click the submit button and it does not give you a pop-up window to send the form by email, your "mailto" default is not set. Simply download this form and email to us - we will take the request and help you set the default.*