Data Processing Request Form

Report or File

_______ Check here if you want the output on Disk  (ASCII or Excel or Other Format? Circle one)

Program Identifier

Selection Criteria?
(Ex: “All Juniors” or “Freshmen living in Winfield” etc)

Sort Order?
(Ex: "Straight Alpha Order" or  "Alpha order by Grade Level")

Column Headings?
(Ex: “

Requested By __________________________ Needed By Date? ________________
(Your Name & Phone Extension)

Approved By? __________________________ Date: ________________

If the approved form is kept for repeated requests, it can be re-used indefinitely by simply correcting the "Needed by" date and returning it to Data Processing a week before it is needed.

LABELS

Please Note that all requests must originally be approved by the Principal's office.

Selection Criteria?
(Ex: “All Juniors” or “Freshmen living in Winfield” etc)

Sort Order?
(Ex: "Straight Alpha Order" or  "Alpha order by Zipcode")

Requested By __________________________ Needed By Date?
(Your Name & Phone Extension)

Approved By? __________________________ Date: ________________

Households only? ( Y or N )  Include Non-Custodial Parents ( Y or N?)  Include January Grads ( Y or N?)

Standard Mailing Labels like Below? ( Y or N?  If No, Please indicate the label layout in the lines below)

Standard Labels:
Mr & Mrs Parent Line 1
Student Name Line 2
Street Address Line 3
City, State Zipcode Line 4

Your Custom Label Layout

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