



## Information Technology Services Report Request Form

(Must be completed before submission to Project Manager)

<b>Date Submitted:</b>	
<b>Requestor:</b>	
<b>Division/Department:</b>	
<b>Division/Department Supervisor Signature:</b>	<b>Date:</b>
<b>Project Manager Signature:</b>	<b>Date:</b>

<b>Is this report functionally required for daily operations?</b> Yes / No	<b>Do you currently have a way to get this data?</b> Yes / No
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**Please describe the report you are requesting (include selection criteria or parameters, if known):**

**Business Justification:** (How many users will utilize this report? How often will this report be run?)

**Does this report contain sensitive and/or confidential data elements, such as PPI/PII/FERPA/HIPAA?** Yes / No

Action to be taken	
	<b>New Report Request</b>
	<b>Modify Existing Report</b>
	<b>Create Data Extract</b>

Default Report Outputs: Check all required outputs	
	<b>On-Screen Report</b>
	<b>Excel Format</b>
	<b>.PDF</b>
	<b>.CSV</b>

**Distribution/Audience:** List individuals or roles that will be need access to this report.

**Attach an Excel mock-up of the report, or an existing report if this replaces an existing report.**

Report Column Label	Functional Definition	Colleague Screen & Field
Example: Student First Name	n/a	Screen: NAE / Field: FIRST.NAME
Example: Weekly FTES	(SOFF Contact Hrs * # of Students*16.6)/525	n/a