Amarillo College

DATA REQUEST FORM

Please fill out the form below to submit your request. Return this form through one of the following methods:

**By Fax:** 806-371-5066
**By Email:** registrar@actx.edu
**By Mail:** Office of the Registrar – Attn: Registrar
 P.O. Box 447 Amarillo TX 79178

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**CONTACT INFORMATION**

**Name:** Type Name  **Phone:** Type Phone **Title:** Type Title **Email\*:** Type Email **Address:** Type Address **Department/Organization:** Type Department/Organization Name

**\***Data will be provided via Excel to the email address provided. To receive information in a different format/method, please include this request/justification with your submission.

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**REQUEST INFORMATION**

**Request Date:** Type Request Date  **Request Needed:** Type Date Needed

**(Remember:** Allow up to 2 weeks for processing)

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**CRITERIA NEEDED**

1. **Define your selection criteria. What information would you like included in the request (e.g. “all 2020 spring, full-time students”):** Type Criteria Needed
2. **Define information/data fields you would like included in the request (e.g. first name, last name, etc.):** Type Fields Needed
3. **Do you need this information sorted a particular way? If so, explain (e.g. alphabetically by last name):** Type Sort Criteria
4. **Use specific language to describe how the request will be used:** Type Plan of Use
Continued on Next Page…
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**AGREEMENTS - REQUESTS AND SIGNATURES**

Important Notes about Data Usage:

* AC adheres to the Federal Educational Rights and Privacy Act of 1974 that protects the rights of students and provides guidelines for the proper release of student educational records. Certain students have asked that their directory information not be given out to the public so their information will not be provided as part of this form’s data request.
* Any list information you receive may not be copied or used for anything other than the purposes stated on this form and information may not be shown/sent by the original requestor to additional third party sources.
* When the requestor no longer has need for this student data list to fulfill the purposes of the request cited above, the information received from Amarillo College must be deleted/disposed.
* The requestor must agree to not represent that they or the mailing are in any way affiliated with Amarillo College.
* Per the Texas Public Information Act (552.001-552.353) a processing fee can be charged in instances where a data set must be created and/or manipulated that is not otherwise readily available. Any applicable fees must be paid in full prior to the list being provided to any third party entity.

**Signature of Requestor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**QUESTIONS**

If you have any questions, please contact us at 806-371-5036 or at registrar@actx.edu . **…**…………………………………………………………………………………………………………………………………………………………………………………………

**ADMINISTRATIVE**

**Approval of Registrar’s Office to Fulfill Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**