

                      ***Office of the Registrar***

**DATA REQUEST FORM**

The Office of the Registrar creates reports and responds to inquiries about students and courses (both current and former) for HGSE administrative staff and faculty.  Any information provided is to be used only for the purpose stated in this information request. Please keep in mind that information may be shared only with those authorized by the Family Educational Rights and Privacy Act ([FERPA)](https://registrar.gse.harvard.edu/ferpa) and that any confidential information is to be stored/discarded according to [University policy](https://policy.security.harvard.edu/faq/how-categories/manage-servers-confidential-information).

Please complete all sections of this form and submit by email to Tina Seale You will receive a confirmation email within 24 hours. Unless you are notified otherwise, the request will be completed by the “date needed by” entered below. If you need to make any modifications to the request or want to cancel it, please contact Tina Seale.

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date needed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (We will contact you with an estimated time of completion)

**Purpose of Request**

Please include the purpose and how the data will be used

**Description of the Request**

Please list the needed data items/selection criteria

**Is this a report you will request periodically during the academic year? Yes No**

Please use the space provided below for further explanation