

ADMINISTRATIVE REQUEST FORM

Requested By: _____

Date Requested: _____ Date Needed: _____

DE Campus: _____ HGB Campus: _____ Both Campuses: _____

LABELS _____

Names Only _____ Mailing Labels _____ (permanent address, local address or box number)

Please explain exactly how labels should appear and how you would like them sorted:

REPORTS _____

Student Body (alpha) _____ Student Registration _____
Student Body by Class Year _____
Graduating Class _____ and year _____

OTHER: Please list the fields in the order you would like to see them on the report.
Also, please clearly describe how the report should be sorted or broken-down, if applicable.

Purpose of Request:

PLEASE ALLOW 2 TO 4 DAYS FOR ALL REQUESTS TO BE PROCESSED

Signature of person requesting report: _____