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

Below, please indicate intended use of the report or file. If we know its purpose, we can better judge if the output will meet your needs.

_____
_____
_____
_____
_____
_____
_____
_____
_____

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.

Program Identifier
_____

LABELS

Below, please indicate the intended use of the labels. If we know the purpose, we can sometimes advise if similar mailings are already in process.

_____
_____
_____
_____
_____
_____
_____
_____

__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:	*Your Custom Label Layout*
Mr & Mrs Parent	Line 1 _____
Student Name	Line 2 _____
Stree Address	Line 3 _____
City, State Zipcode	Line 4 _____

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