

**EMAIL ADDRESS REQUEST FORM**  
**Fax Completed Form to Tracy at # 3050**

*NOTE: If approved, the contact person will be emailed the file or be notified when to pick up the information.*

Date Requested: \_\_\_\_\_ Date Needed: \_\_\_\_\_  
Department: \_\_\_\_\_ (Minimum 1 week approval & processing time)  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_ murraystate.edu

***Your signature acknowledges the following conditions:***

- The information will only be used for the reasons stated below
- The information will **ONLY** be used for your department and **NOT** be released to any third party for use or distribution
- Requests based on data that changes (ex: major) must be submitted each time needed
- Other data groups must be requested once a term to eliminate students who didn't re-enroll
- ***Failure to comply with all conditions may result in refusal of future requests***

**Signature:** \_\_\_\_\_

***Request Parameters***

Check One: \_\_\_\_\_ Used for **one-time** contact for the following reason: (ex: send email to all enrolled XYZ majors or pending degree recipients)

\_\_\_\_\_ Used for **multiple** contacts for the following reasons & dates **ONLY**:  
\_\_\_\_\_ from: \_\_\_/\_\_\_/\_\_\_ to: \_\_\_/\_\_\_/\_\_\_  
\_\_\_\_\_ from: \_\_\_/\_\_\_/\_\_\_ to: \_\_\_/\_\_\_/\_\_\_  
\_\_\_\_\_ from: \_\_\_/\_\_\_/\_\_\_ to: \_\_\_/\_\_\_/\_\_\_

Check One: \_\_\_\_\_ File of Email addresses **ONLY** (file can be sent to contact person via email)  
\_\_\_\_\_ File of Email addresses & other info (ex: name, ssn, classification)  
***(confidential info MUST BE picked up by contact person when completed)***

***Describe the students and information needed – be VERY SPECIFIC.***

(ex: Email addresses only of enrolled Psychology undergraduate majors pending December 2002 graduation)

Check One: \_\_\_\_\_ Use demographic information in mainframe to select students  
\_\_\_\_\_ Use file of specific students sent via email **attachment** to  
Tracy.Roberts **with SSN ONLY (9-digit, no dash)** for an email match

**Office Use Only**

Approved: \_\_\_\_\_ Denied Reason: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_ Parameters: \_\_\_\_\_  
Date Emailed/Picked Up: \_\_\_\_\_ By \_\_\_\_\_