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| **Report Request Form** | |
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| INSTRUCTIONS:   1. Please fill in all fields below as indicated. 2. Save file as Report Request – [Report Name] [Date of request yyyy-mm-dd] (e.g. Report Request – Faculty Distribution List 2018-11-27) 3. Send completed form to Faculty Affairs at [faculty\_affairs@rush.edu](mailto:faculty_affairs@rush.edu) 4. If report is approved, Faculty Affairs will notify the requestor indicated below 5. If the report is denied, Faculty Affairs will notify the requestor indicated below, along with the reason for denial | |
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| **Request as of (mm/dd/yyyy):** | Click here to enter a date. |
| **Name of Requester:** |  |
| **Requester email address:** |  |
| **Requester’s title** |  |
| **Requester’s department** |  |
|  | |
| **Request type (select from dropdown)** | Choose an item. |
| **Report Name** |  |
| **Report Purpose (select from dropdown)** | Choose an item. |
| **If purpose is External – indicate agency**  **(e.g. IPEDS, ACGME, LCME, etc.)** |  |
| **Report Frequency** | Choose an item. |
| **If Frequency is One-Time, please indicate date (select date)** | Click here to enter a date. |
| **For other frequencies, please enter month/day schedule should start (e.g. January 15)** |  |
| **Report Data – Start Date (leave blank if not applicable)** | Click here to enter a date. |
| **Report Data – End Date (leave blank if not applicable)** | Click here to enter a date. |
| **Report Data type (select from dropdown)** | Choose an item. |
| **Report Data fields to include** |  |
| **Explanation of information usage** |  |
| **Report recipients (names and emails)** |  |
|  |  |
| **FOR FACULTY AFFAIRS USE ONLY** | |
| **Request approved by Faculty Affairs** | Choose an item. |
| **Date of approval/denial**  **(select date)** | Click here to enter a date. |
| **If request denied, explanation of denial** |  |