**Student Data**

**Business Objects**

**Report Request**

**Institutional Planning and Reporting**

Tel: 403-320-3400

Email: planning@lethbridgecollege.ca

**Report Usage – check all applicable choices:**

[ ]  To be used to support daily operations for the Centre, School or Program

[ ]  To be used to inform internal Centre, School or Program decision making – for example: SEM, budgeting

[ ]  To be used for external purposes – provide rationale and the intended audience:

**Report Description:**

Please describe, in as much detail as possible, the purpose of the report, as well as what data elements you would like to be included:

**Note:** Standard student data elements include: student ID, full name, city, province, country, current phone number, LC email address, citizenship status, FMNI status. Additional student data elements are available when there is a specific business need.

**Report Generation:**

[ ]  I would like to run this report **manually** on an “as needed” basis

[ ]  I would like to have this report run **automatically** and be delivered to me by email:

 Indicate delivery requirement, for example daily, weekly, monthly:

**Requestor:** **Date report required (yyyy/mm/dd):**

**Important Notes:**

The date required for this work order may need to be re-prioritized within the scope of all work orders being managed by Institutional Planning and Reporting.

The development of this report will involve an input, draft, feedback and finalize process. Once a request has been completed and signed off, additional enhancements to the report will require a new request which will be prioritized within the scope of all work orders being managed by Institutional Planning and Reporting.

**FOIP Statement:**

*This reporting system contains confidential or sensitive personal information that is collected under the authority of the Freedom of Information and Protection of Privacy Act (Alberta), section 33(c) and is protected by Part 2 of that Act. Employees are only authorized to access the information that is necessary to perform their job duties, and only for a purpose that is consistent with the purpose for which the information was collected. Any unauthorized access or use of the information contained within this database is a violation of the Act and may result in disciplinary action. If you have a question about the collection, disclosure, use or protection of this information, please contact the college’s Manager of Institutional Compliance by phoning (403) 320-3202 ext. 5703, emailing**privacy@lethbridgecollege.ca**, or writing to 3000 College Dr S, Lethbridge, Alberta T1K 1L6 c/o Manager of Institutional Compliance.*