

# Request for Faculty / Staff Data

The data you request will be emailed to you as a file in EXCEL format. Please request all the information you think you may need. You can edit/delete any unneeded information.

**Reason for request:** \_\_\_\_\_

**Date needed by:** \_\_\_\_\_

**Please check all that apply:**

- TYPE:     In-house mailing                       Mail to Home Address                       Other (list below)
- DATA:     Faculty     Staff     Faculty & Staff  
 Full-time employees                       Part-time employees                       Full-time & Part-time  
 Rindge Campus                               CGPS – Arizona                               CGPS – Manchester  
     CGPS – Lebanon                               CGPS – Portsmouth
- DETAIL:  Name     Salutation (if available)                       Include Full First Name  
 Campus Mail Address                       Home mailing address (explanation below)  
 Job Title     Department Name

**Reason for Home Address / Other Data Type:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Special Instructions (if any):**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested by: \_\_\_\_\_  
Name (print)    Signature

\_\_\_\_\_  
Department    Date of Request

**Print, Sign and Return Completed form to Human Resources**

HR Approved:  Yes  No    Signed: \_\_\_\_\_    Sent to Requestor: \_\_\_\_\_