

**EAS Data Request Form**

Client Department\*: \_\_\_\_\_  
Requester Name\*: \_\_\_\_\_  
Requester Email\*: \_\_\_\_\_  
Requester's Supervisor\*: \_\_\_\_\_  
Technical Support Personnel Name (optional): \_\_\_\_\_

Project Name\*: \_\_\_\_\_ Estimated Go-Live date: \_\_\_\_\_

Project Brief Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Data for active semester only (Yes/No)\* \_\_\_\_\_

If requesting data for historical semesters, the reason is: \_\_\_\_\_

If requesting data for historical semesters, how long back for the historical data in years: \_\_\_\_\_

Data include RBHS students (Yes/No)\* \_\_\_\_\_

Data include students' grades (YES/No)\* \_\_\_\_\_

Data include students' ethnic information (Yes/No)\* \_\_\_\_\_

Data include students' financial information (Yes/No)\* \_\_\_\_\_

Data include students' withdraw information (Yes/No)\* \_\_\_\_\_

Do you have existing EAS data access departmental account (Yes/No)\*? \_\_\_\_\_

If have an account, the existing access mechanism is/are (Discoverer / Program / SFTP)\*: \_\_\_\_\_

If have an account, the test tier departmental account name is\*: \_\_\_\_\_

If have an account, the production tier departmental account name is\*: \_\_\_\_\_

Plan to receive EAS data through (Discoverer / Program Direct Access / SFTP)\*?: \_\_\_\_\_

Frequency of pulling data from EAS if not direct access (daily/weekly/monthly/semester)\*: \_\_\_\_\_

Plan to receive EAS data through SFTP flat file (Yes/No)\*: \_\_\_\_\_

If yes, do you have SSH account in test (Yes/No): \_\_\_\_\_ , do you have the PGP key in test (Yes/No): \_\_\_\_\_

If yes, do you have SSH account in production (Yes/No): \_\_\_\_\_ , do you have the PGP key in production (Yes/No): \_\_\_\_\_

Requester

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

Sign Date: \_\_\_\_\_