

BANNER DATA REQUEST PROPOSAL FORM

Action Required (circle one): Add Delete Change

Title of Data Element: _____

Description/Potential Benefits/Effects of the Data Element: _____

Data Elements Requested: _____

Data Format Requested: _____

Date Needed: _____

Signature of Initiator

Print Name and Title

Signature of Academic Division Head and/or Department Head

Date

Date Received by Banner Committee: _____

Action By Banner Committee: _____

Date

Instructions: This form should be submitted to the Chairman of the Banner Committee (Registrar) for any request to add/change/delete data from the Banner System. If data is requested which includes elements not controlled (owned) by the reporting division or department, approval by the department responsible for the data is required. If additional space is needed, please use attachments.