



Enterprise Information Systems
1119 TAMU
College Station, TX 77843-1119

May 22, 2016

Dear Aggie Mom:

Thank you for requesting information about Texas A&M students from your area. When you receive your list it will be encrypted for security reasons. Please call our office to obtain the password to open the file. Once you open the file with the password, you can remove the password so you will be able to print lists and labels. To remove the password, choose FILE, then click on ENCRYPT WITH PASSWORD. Remove the ***** that hides the password. Click OK, then click SAVE. The file will no longer have a password.

Some things to keep in mind when examining your list(s):

1. A student's permanent address is not necessarily their parent's address.
2. Students who have indicated they do not want personal data distributed outside the university will not appear on your list.
3. If a student changes their permanent address to one outside your zip codes, they will not be included.

*****Important note about New Student Conference data:** The Texas Legislature has passed legislation preventing the release of incoming student data unless the student has "opted in" to allow the release of their information. A very small percentage of students are choosing to release their data, therefore lists of NSC students may contain little or no student information for your area.

While we will always try to process your request as soon as possible, please keep in mind that the volume of requests we receive keeps us from completing them as quickly as we would like. If it is important that you receive your data by a certain date, you may want to send us your written request three to four weeks in advance and include the deadline in your request. This will help ensure that you receive the data on time.

Departmental policy prevents us from accepting verbal requests so please send your request by email to eis-data@tamu.edu or by mail. This email address goes to several staff which helps ensure that it is seen. You may send by U.S. postal service to:

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We are happy to serve you, and we hope the attached data is useful. If we can be of further assistance, please feel free to call me at 979-845-5829.

Sincerely,

Karen Sparks
Enterprise Information Systems

REQUEST FOR LIST AND FILE BY EMAIL FOR TEXAS A&M CLUBS

Please answer all of the questions on this form.

Date: _____

Club Contact Person: _____

Name of Club: _____

Contact Person's Address: _____

Contact Person's State, Zip Code: _____

Contact Person's Telephone Number: _____

Contact Person's E-mail address: _____

1.) We would like to request:

() Currently Enrolled – students who have already registered

AND/OR

() Registered for New Student Conference - committed to coming to TAMU. This list is more accurate and saves postage costs. *****Please see cover letter for special information about this list.** (This list is made available in late spring, but dates of release may vary).

2.) We would like to request the lists from:

() College Station Campus

() Galveston Campus

() Both

() Law School (these are graduate level students at the Ft. Worth law school campus)

3.) Please list any ranges that you would like included: (i.e. 77123 through and including 77321)

(_____ through and including _____) (_____ through and including _____)
(_____ through and including _____) (_____ through and including _____)
(_____ through and including _____) (_____ through and including _____)
(_____ through and including _____) (_____ through and including _____)

Zip codes not in this range (individual zip codes not in any of the ranges listed above) that are in our Mothers' Club area are (specify up to 20 zip codes):

4.) Your deadline to receive this information: _____ (Date)

Please understand that due to the large volume of requests we receive, **TWO WEEKS** processing time is required beginning on the day we receive the request. Beginning January 1, 2014 we will no longer provide printed lists and labels. All information will be provided as encrypted data files that you can print labels from as frequently as needed.

Karen Sparks
Administrative Coordinator
Enterprise Information Systems
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College Station, TX 77843-1119

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