

Due 3-18-16

From: Misty Thruman [<mailto:Misty.Thruman@highland.edu>]
Sent: Thursday, March 03, 2016 2:59 PM
To: Records <records@eiu.edu>
Subject: Student directory information request

Eastern Illinois University Registrar:

In the attached spreadsheet, is the name of a recent graduate from Highland Community College who, according to the National Student Clearinghouse, is attending your institution this spring semester. For the student in the attached, your assistance in providing the following directory information under the Illinois Freedom of Information Act is requested:

- Major/Program
- Street Address
- City
- State
- Zip Code
- Email

Highland Community College requests this information as we have developed a transfer survey to administer to our recent graduates who have transferred from Highland to other colleges and universities. The purpose of this survey is to gather information about their transfer experience. This information will help assist Highland in its continuous improvement efforts.

This information is preferred in the Excel spreadsheet if possible. The directory information for the student will be used to contact the student and invite them to complete the transfer survey. Please e-mail this information to me at Misty.Thruman@highland.edu.

This information is requested by no later than Friday, March 18, 2016. Please do not hesitate to call me at 815-599-3575 if you need to clarify any part of this request.

Highland Community College appreciates your assistance in providing this information to us. Should you be interested in receiving the aggregate results of the survey, we will be happy to share them with you once they have been compiled.

Thank you,
Misty

Michelle (Misty) Thruman, Ph.D.
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MAR 4 2016

EIU GENERAL COUNSEL

"The reward of a thing well done is having done it."
~Ralph Waldo Emerson