

*Due April 11*

**Robert Miller**

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**From:** Records <records@eiu.edu>  
**Sent:** Friday, April 05, 2013 8:11 AM  
**To:** Robert L Miller  
**Subject:** FW: Student Directory Information Request - EIU  
**Attachments:** EIU.xlsx

RECEIVED  
APR 5 2013  
EIU GENERAL COUNSEL

Sue Grounds  
Office of the Registrar  
1220 Old Main  
600 Lincoln Avenue  
Charleston, IL 61920-3099  
phone: 217-581-3511  
fax: 217-581-3412  
e mail: [records@eiu.edu](mailto:records@eiu.edu)

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**From:** Misty Thruman [mailto:Misty.Thruman@highland.edu]  
**Sent:** Thursday, April 04, 2013 4:48 PM  
**To:** records@eiu.edu  
**Subject:** Student Directory Information Request - EIU

Registrar,

Highland Community College has 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 us in our continuous improvement efforts. Attached is a list of two recent graduates who, according to the National Student Clearinghouse, are attending your institution this spring semester.

For each of the students listed in the attached, we are requesting your assistance in providing the following directory information under the Illinois Freedom of Information Act:

- Major/Program
- Street Address

- City
- State
- Zip Code
- Email

We would prefer this information in an Excel spreadsheet if possible. The directory information for each student will be used to contact the student and invite them to complete the transfer survey.

Please e-mail this information to Misty Thruman, Director of Institutional Research, at [Misty.Thruman@highland.edu](mailto:Misty.Thruman@highland.edu). **We are requesting this information by no later than Wednesday, April 10, 2013.** Please do not hesitate to call if you need to clarify any part of this request. Please call Misty at (815) 599-3575.

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!

Michelle (Misty) Thruman, Ph.D.  
Director of Institutional Research  
Highland Community College  
2998 West Pearl City Road  
Freeport, IL 61032

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phone: 815.599.3575  
fax: 815.235.6130

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