



Dear Mr. Miller,

I would like to request the grades distribution for all formal courses at Eastern Illinois University for the Spring 2013 academic term(s) under the Illinois Freedom of Information Act. Any format is acceptable, but I would prefer an Excel or other spreadsheet file. The reports would include the following data points:

- Department Abbreviation
- Course Number
- Course Section
- Unique ID or CRN, if available
- Number of A's assigned
- Number of B's assigned
- Number of C's assigned
- Number of D's assigned
- Number of F's assigned
- Number of +/- Grades, if available
- Number of Students Dropped
- Number of Pass and Fail Grades if available
- Total Enrollment Per Section

Since every school uses different methods for collecting and reporting information of this nature, if the system you use to run grades reports does not provide some of the information requested, please let me know; I am interested in any information you can provide pertaining to grades distribution.

The report should include grades distribution for all sections with an undergraduate enrollment of 10 or more students and a graduate enrollment of 5 or more students as stipulated in the Family Educational Rights and Privacy Act of 1974 (FERPA), commonly known as the Buckley Amendment. If grades cannot be included, then the grade fields should be left blank or filled out with #N/A.

Please let me know of any fees this request may incur, as I would appreciate an estimate before the request is compiled. Additionally, I would like this information as soon as time permits. If you have any further questions, please feel free to contact me.

Regards,

Maria Rodriguez
University Relations Coordinator
MyEdu