

8 DG-B: CFA5 HCB

The automated mail procedures are designed primarily to save University constituents postage costs. Document and Publication Services (DPS) does charge University constituents to prepare automated mailings, but postage savings—particularly for standard and non-profit mailings—typically far outweigh preparation costs. If you contact them, DPS can provide you with an estimate of costs and savings.

FILE OPTIONS

Be specific about what groups to include or exclude from your request.

Data can only be given which is considered [directory information](#), unless special permission is obtained in advance from the office that is responsible for that particular file. (Ex: Student files – Registrar's Office; Personnel files – Human Resources)

STUDENT FILES

Some of the possible groups are listed as ACTIVE (enrolled in current semester) and INACTIVE (not enrolled in current semester), those attending Macomb campus or Quad Cities campus, Macomb or QC EXTENSION students, BGS students, GRADUATE or UNDERGRADUATE students.

GRADUATE FILES

Students who have graduated, both undergraduate and graduate students, or students who have applied for graduation at the end of the current term. (*It is not known for certain who graduated until after degrees are conferred (two weeks after final grades)*).

PERSONNEL FILES

Administrators, Faculty, Civil Service employees or various combinations of these records. Please be specific when making your request.

COLLEGE AND UNIVERSITY FILES

College and universities, two and four-year schools plus those with doctoral programs in the United States (public and private).

ISBE – ILLINOIS STATE BOARD OF EDUCATION DATA

CDS - County and District Schools File

This includes all Illinois schools grades K-12, Regional offices, District offices, public and private schools with addresses. This file is updated as the information is made available by the ISBE.

EIS – Employment Information System (replaces Teacher Service Record-TSR)

EIS is a web-based data collection system that districts use to report employment (including demographics), position, and salary data for individual employees including teachers, administrators, and other employees. This file is updated as the information is made available by the ISBE.

ALUMNI FILE

Contact Alumni Programs by phone at (309) 298-1914.

Further specifications and guidelines regarding mailing labels and other custom forms can be obtained by contacting Administrative Information Management Systems.