Step 1  Please check (v) applicable CRITERION team:

- Criterion 1: Mission and Integrity
- Criterion 2: Preparing for the Future
- Criterion 3: Student Learning and Effective Teaching
- Criterion 4: Acquisition, Discovery, and Application of Knowledge
- Criterion 5: Engagement and Service

Step 2  Please list the CORE component that you’re working on:

Core component: __________________________________________________________

Step 3  Please list specifically what information you are requesting:

Information Needed: __________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

Step 4  Please list the date of the request and the date that you need the information by:

Date of Request

__________________________

Date Needed

__________________________

Person Requesting This Information

________________________________________

Step 5  Submit this completed form to:

Randy Fletcher, A113
E-mail: rfletcher@parkland.edu

Information Management Team Use ONLY

Key Information Source:

Key Information Person/Contact:

Reviewed By: