



**Oklahoma Department of Career and Technology Education
Request for Data Processing Reports**

Thank you for your interest in the Oklahoma Department of Career and Technology Education. To ensure that we provide the data you need, please complete the following and return to our office.

Name: _____ **Date:** _____

Occupation or Organization: _____

Job Title: _____ **Phone:** _____ **Fax:** _____

Mailing Address: _____

E-Mail Address: _____

Purpose of Request (check one): **Personal:** **Commercial:** **Public Interest:**

Describe below how the information will be used:

Describe in detail the records requested. Include specific information such as school year(s) and school name(s). If the request is for enrollment verification, include your social security number and all names in which you may have been enrolled under. Attach an additional page if you need more room.

Signature of Requesting Party

Return to:
Attn: Dennis Griffith
Oklahoma Department of Career and Technology Education
Information Management Division
1500 West Seventh Street
Stillwater, OK 74074-4364
Telephone: (405) 743-5124

OR
Return via email at:
Email: dennis.griffith@careertech.ok.gov

ODCTE USE ONLY

**State Director/
Chief of Staff:** _____

Completed By: _____

Date Completed: _____