

# Tennessee Tech University Internal Data Request Application

## DATA REQUESTOR INFORMATION

Today's date:

Date by which you need data:

Name:

Division/Department:

Title:

Email:

Phone:

## DATA REQUEST INFORMATION

Are you a School Official, with a legitimate educational interest, completing a task for TTU?

Yes     No

How will you use the data that you receive from our office?

Who will have access to the data file?

How will you keep the data secure and how will you destroy the data when finished?

## DATA REQUESTS SPECIFICS

What type of data will you need? **Include the (1) term(s), the (2) student population you want to use (All juniors and seniors of a certain major, or students with a 3.0 GPA or better, etc.), and (3) the information you need on your report (Name, T#, email, major, GPA, etc.,)**

Term(s):

Student Population:

Report Information:

## ADDITIONAL INFORMATION

If you would like to add additional information to be used in making decisions, please use the space below.

## EXPEDITED REQUEST

Please note that data requests typically take 3-5 business days to process. If you need an expedited request, please complete the section below:

Are there any special circumstances that necessitate making this an expedited request?

No  Yes

If yes, please explain why this data request needs to be expedited?

## DATA DELIVERY

How would you like the data delivered?

Encrypted Email  Pick-Up/Hand-Delivery  Mailed

## FERPA

*“Under FERPA, school officials may obtain access to only those education records in which they have legitimate educational interests. “Legitimate educational interest” is defined as an interest which results from the duties officially assigned to a school official and which are related to such a school official’s responsibility for facilitating the student’s development.” In other words, a staff member should only access those student education records that are needed to perform his or her job as an official of the university. Any other access is a violation of FERPA.*

If your data request is approved, do you understand your obligation under FERPA, to keep all student data records secure and only access data that you have a right to access as a School Official with a Legitimate Educational Interest?

No  Yes

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Office Use Only:

Request Denied  Request Approved

COMMENTS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Registrar Signature \_\_\_\_\_

Date the data was sent \_\_\_\_\_

Registrar’s Office Processor \_\_\_\_\_