



## Office of the Registrar

TENNESSEE TECH

### INTERNAL DATA REQUEST FORM

#### **DATA REQUESTOR INFORMATION**

Today's date: \_\_\_\_\_

Date by which you need data: \_\_\_\_\_

Name: \_\_\_\_\_

Division: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

#### **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 REQUEST DETAILS**

Specify the type of data you need:

Terms: \_\_\_\_\_

Student population (i.e. all juniors and seniors with a 3.0 GPA): \_\_\_\_\_

Report Details (Student Name, T#, Email, Major, GPA, etc.): \_\_\_\_\_

#### **ADDITIONAL INFORMATION**

Please list any additional information if needed: \_\_\_\_\_

### **EXPEDITED REQUEST**

**Data requests typically require 3-5 business days to process. If you have an expedited request, please complete the following:**

Yes, expedite my data ☐      No, do not expedite my data ☐

If yes, please explain why this request needs to be expedited: \_\_\_\_\_

### **DATA DELIVERY**

Please indicate how you need the data delivered:

Password Protected 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?

Yes ☐      No ☐

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **RECORDS OFFICE USE ONLY:**

Request Denied ☐      Request Approved ☐

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Office of the Registrar Signature: \_\_\_\_\_

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

Registrar Office Processor: \_\_\_\_\_