

University of Wisconsin-Milwaukee Access to Services Data Request

Requests for data should be focused and demonstrate a direct relationship between the data elements requested, the purpose of the application, and the potential benefit to the campus community that access to those data will provide. In order to provide the Registrar's Office with a clear understanding of your data request, please provide the following detailed information.

I. General Information

Name of Requester(s):

Division/Department:

Address:

Phone Number:

Email address:

II. Data Classification/Use

A. Directory Information (Public Records) – *please check data being requested:*

- | | |
|---|---|
| <input type="checkbox"/> Student name | <input type="checkbox"/> Address |
| <input type="checkbox"/> Email address | <input type="checkbox"/> Telephone number |
| <input type="checkbox"/> Date of birth | <input type="checkbox"/> Designation of school/college (year in school) |
| <input type="checkbox"/> Enrollment status (part/full time) | <input type="checkbox"/> Major field of study |
| <input type="checkbox"/> Dates of attendance | <input type="checkbox"/> Previous institutions attended |
| <input type="checkbox"/> Participation in officially recognized activities and sports | |
| <input type="checkbox"/> Height and weight of members of athletic teams | |
| <input type="checkbox"/> Degrees and dates of graduation including anticipated graduation dates | |
| <input type="checkbox"/> Awards received, including academic awards | |

Check here if you wish to request access to campus directory information for ALL students, regardless of FERPA restriction status. This data can only be released to University of Wisconsin-Milwaukee faculty and staff with a legitimate educational need to know. Please proceed to Section III of this document.

B. Non-Directory, FERPA-Protected Information (Private Records) - *please check data being requested:*

- | | |
|--|--|
| <input type="checkbox"/> Social Security Number | <input type="checkbox"/> Campus identification number |
| <input type="checkbox"/> Place of birth | <input type="checkbox"/> Residence Status |
| <input type="checkbox"/> Marital status | <input type="checkbox"/> Married name or previous name |
| <input type="checkbox"/> Parent/guardian name(s) and address(es) | <input type="checkbox"/> Advisor's name |
| <input type="checkbox"/> High school units | <input type="checkbox"/> Transfer credits |
| <input type="checkbox"/> Courses completed | <input type="checkbox"/> Grades |
| <input type="checkbox"/> Credits, and grade points | <input type="checkbox"/> Grade point average and rank in class |
| <input type="checkbox"/> Current class schedule | <input type="checkbox"/> Academic actions |
| <input type="checkbox"/> Current disciplinary actions | |

Check here if you wish to request access to non-directory, FERPA-protected information for ALL students, regardless of FERPA restriction status. This data can only be released to University of Wisconsin-Milwaukee faculty and staff with a legitimate educational need to know. Please proceed to Section III of this document.

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III. Purpose of Data Request (*required if requesting access to Private Records*)

A. Describe the purpose of the application/service being developed:

B. Describe in detail, how the requested data will be used:

- To access the system?
- To establish a profile within the system?
- For communications with other users within the system?
- Other (please describe)

C. Will the data be accessible/viewable by other-users of the application? YES or NO

If yes, describe why this accessibility is necessary for the application/service functionality:

If yes, will students be consenting to the use of their data by signing up for this service?

For Registrar's Office Use Only:

_____ Request is approved

_____ Request is approved with condition that Data Sharing Agreement must be signed

_____ Request is denied due to:

- Absence of Educational Need-to-Know
- Unnecessary use of Private Record Data
- Private Record Data inappropriately accessible to end-users
- Other (details will be emailed to requester)

Reviewed by: _____,
UWM Registrar's Office

Date: _____

Notes:

For Service Owner Use Only:

_____ Service owner accepts responsibility for the proper use of FERPA-protected data elements

_____ Service owner agrees to take notification steps so that Service Provider is aware of FERPA data restrictions in accordance with university policy

_____ Service owner agrees to notify the Registrar's Office of any changes to the service agreement with the service provider including data exposure

_____ Service owner is aware of UWM's Information Security Policy (S-59)

Signature: _____

Date: _____