

REQUEST FOR ACCESS TO COMPUTERIZED STUDENT RECORDS

To request access to computerized student records, the person who will access the system must provide the information requested below and obtain the signature of the department chairperson or appropriate supervisor and of the dean or director. The employee requesting access must also sign the Statement on the Privacy of Student Records on the next page. Please forward this form to the Registrar's Office, 11 Swords Hall, for review and authorization. **Please print clearly.**

Name _____ Position _____
Department _____ Location _____
Phone _____ BUNetID _____ Initials _____

Please check the **AcInquire** system module(s) requested below:

- _____ 1. Advisors
 - _____ 2. Faculty
 - _____ 3. Non-Advising or Temporary Faculty
 - _____ 4. Department Chairs
 - _____ 5. Administrative Assistants to Department Chairs
 - _____ 6. Deans
 - _____ 7. Associate Deans/Assistant Deans
 - _____ 8. College Records Secretaries
 - _____ 9. Other _____
- If authorized, list specific department codes for:
Hold releases _____
Add Reserves _____
Prerequisites _____

If you do not need AcInquire access, but require access to any other standalone campus systems only (i.e. rePortal, Navigate, Presence, Canvas) containing student information, please enter your user role and the system name below:

User role and system name _____

FERPA permits access to student information for University officials with an educational need to know in order to do one's job.
Please fully explain your educational need for FERPA protected, non-directory information. _____

Approval requires signatures of the following personnel:

_____ Date _____
Department Chairperson or Supervisor

_____ Date _____
Dean or Director

_____ Date _____
Registrar

Following is for office use only.

_____ Date _____
FERPA tutorial Grade

STATEMENT ON THE PRIVACY OF STUDENT RECORDS

Bradley University upholds a dual commitment regarding student records:

- 1) to respect and protect the privacy of student information according to University policy and the *Family Educational Rights and Privacy Act (FERPA) of 1974*.
- 2) to provide student information necessary for the work of University personnel.

All University personnel, by virtue of their employment, are accountable for the responsible use of student information. This includes insuring the confidentiality, integrity, and accuracy of student records. Use of student records should be limited to specific institutional purposes within the official duties of each faculty and staff member. Information cannot be provided to external parties for commercial or unauthorized use, nor can information be used for purposes outside of one's job responsibilities.

University policy and federal law permit the release of "directory information" on a student, unless a student has signed a "stop of release" form kept on file in the Registrar's Office. For those students not even directory information may be released.

Under the terms of FERPA, Bradley University has established the following as directory information: student's name, local and permanent address and phone, email address, photo, major, class, enrollment status (grad, undergrad, fulltime or part-time), degree, and dates of attendance. A complete list of directory information appears on the Registrar's Office website www.bradley.edu/registrar/.

Non-directory information is confidential. It is made available to University employees for legitimate educational purposes. Release of personally identifiable non-directory information to third parties requires written approval from the student.

Any University employee who engages in unauthorized use, disclosure, alteration, or destruction of data is subject to disciplinary action, including possible dismissal.

Go to the Registrar's web site at www.bradley.edu/registrar/, read the Practical Guide to FERPA and the Tutorial. Then test your knowledge by taking the Quiz. Be sure to supply the requested information and send the email at the end of the quiz. Taking the Quiz and sending your information by email are both required before you will receive access to AcInquire or any other systems or portals containing student information.

Date quiz was completed _____.

Must be signed by the person requesting access:

I have read the above and I understand that I have access to student records which contain individually identifiable information, the disclosure of which is prohibited by the *Family Educational Rights and Privacy Act (FERPA)*. I understand that the unauthorized use, alteration, or destruction of data or disclosure of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law and could be cause for disciplinary action including termination of my employment. I understand that by using my login and password I accept full responsibility for complying with these regulations. I also understand that any information I access must be used only to perform the duties of my job and that misuse of educational records may result in disciplinary action.

Signed _____ Date _____

Name _____ Department or Unit _____

Please type or print clearly