OFFICE OF THE REGISTRAR REQUEST FOR ACCESS TO EDUCATIONAL RECORDS FOR RESEARCH/JOB DUTIES

A faculty or staff member may be permitted access to educational records for research or employment purposes (according to procedures established by the Registrar's Office) if the person agrees to protect the confidentiality of the information received. <u>See Davidson College's Family Educational Rights and Privacy Act (FERPA) notice</u> for information on what is considered directory information and what is protected.

The person must also either:

1. Obtain written consent from the students whose records are to be examined; OR,

2. Secure written authorization, as indicated below, that the information to be gathered is for a "legitimate educational interest" and the person is acting as a "school official" for this project only.

TO BE FILLED OUT BY THE PERSON REQUESTING ACCESS TO RECORDS

Describe the purpose of the research/job task (How will you use this information?)

List the type of data needed e.g. social security number, ACT score, etc.

Describe the group to which the needed data is limited e.g. students with GPA of 3.00 or above, etc.

Signature (I agree to protect the confidentiality of the data gathered)

Approval to examine student records without students' consent (if applicable).

Registrar (I agree) that the project is of legitimate educational interest.

Federal law provides that the definition of "school official" is left up to each institution. For the purposes of this authorization, we have defined the term as a person approved to act as a school official for only the project described above.

"Legitimate educational interest" (for the purpose of this authorization only) means that the research in some way may help the university improve its policies or programs

Date

Date