

AD HOC DATA REQUEST

INSTRUCTIONS

- ◆ Use a separate form for each request.
- ◆ Be precise and accurate in your data specification. You will receive EXACTLY what you request. For assistance in completing this form call Sissy Dillon, x6121.
- ◆ Keep a photocopy for your records.
- ◆ Mail this request to the Registrar / SAIS (Zot code 4975) or Fax 824-7896.

CONFIDENTIALITY OF STUDENT RECORDS

The Registrar is the custodian of student records at the University. Access to student records is restricted by federal and state laws and by University policy. Those individuals having access to a student's record include the individual student, University employees who have a legitimate educational interest, and third parties who have the written permission of the student.

Certain information in student records has been identified as "public information" unless restricted by the student. Public information may be disclosed to any party without the prior written consent of the student unless the student has requested in writing that the information be withheld.

You may access student records only as required to perform assigned duties. You are personally liable for releasing confidential information from student records without authorization. Violation of confidentiality and privacy laws and policies may result in disciplinary action and/or dismissal from the University.

Your signature on the reverse side indicates you have read this policy and understand the information therein and that you agree to uphold the confidentiality of student records.

ACCESS TO STUDENT RECORDS

MAINTAIN CONFIDENTIALITY OF RECORDS

- ◆ Access only those student records required to perform your duties
- ◆ Ensure privacy of all student records
- ◆ Dispose of information in a secure manner

WHAT IS "LEGITIMATE EDUCATIONAL INTEREST"?

Demonstrated need to know by those officials who act in a student's educational interest. Examples include officials performing tasks a) specified in their job description, b) that relate specifically to the student's education, discipline, or c) related specifically to providing a service or benefit to the student or their family, such as health care, counseling, job placement or financial aid.

PUBLIC INFORMATION

Name, address/phone, date and place of birth, major field of study, dates of attendance, number of course units in which enrolled, degrees and honors received, the most recent previous educational institution attended, participation in officially recognized activities, including intercollegiate athletics, and the name, weight, and height of participants on intercollegiate University athletic teams.

VIOLATIONS

Violations of the University's policy on access to student records could result in any or all of four major penalties: verbal warning; limitation of access to student data; disciplinary action; and/or dismissal. Violations include:

- ◆ Release of non-public information (i.e., GPA; course grades); release of public information if restricted (i.e., date or place of birth);
- ◆ Accessing records unrelated to assigned duty;
- ◆ Releasing suppressed or private information without authorization;
- ◆ Public discussion of student records that would allow a student to be identified;
- ◆ Sharing computer security passwords that would allow updating or viewing of data by an unauthorized person

AD HOC DATA REQUEST

OFFICE OF THE REGISTRAR / SAIS

UNIVERSITY OF CALIFORNIA, IRVINE

Data requestor		Registrar Use Only
Department	Zot code	Job #
Campus address	Campus phone number	Date received
Recharge 9 - - -	Date	Date completed

Access to student information must be justified by legitimate educational interest. Please state:

Your signature on this form indicates you have read the confidentiality policy on the reverse side and understand the information therein and that you agree to uphold the confidentiality of student records.

Signature _____ Date _____

Data specifications: (many data items are self-reported by students and may not be accurate or up-to-date)

Status:	Qtr/Year Enrolled:	Level:	Major/School:	Address:
<input type="checkbox"/> Continuing	<input type="checkbox"/> Fall _____	<input type="checkbox"/> Freshman	1) _____	<input type="checkbox"/> Local/mailing
<input type="checkbox"/> New	<input type="checkbox"/> Winter _____	<input type="checkbox"/> Sophomore	2) _____	<input type="checkbox"/> Permanent
<input type="checkbox"/> Readmit	<input type="checkbox"/> Spring _____	<input type="checkbox"/> Junior	3) _____	
		<input type="checkbox"/> Senior	4) _____	
		<input type="checkbox"/> Graduate	5) _____	

Other specifications: _____

Data format:

<p>Data to be included on the output:</p> <input type="checkbox"/> Name <input type="checkbox"/> Student number <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<p>Output sorted by:</p> <p>1) _____</p> <p>2) _____</p> <p>3) _____</p> <p>4) _____</p> <p>Labels sorted by:</p> <p>1) _____</p> <p>2) _____</p> <p>3) _____</p> <p>4) _____</p>
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Output specifications:

Disk fixed fields or comma delimited

Label peel off or Cheshire

Paper copies: _____

Other: _____

Requests are processed within 10 working days. Rush requests are charged double. Unusual requests that require custom programming or other special handling may take longer than 10 working days and may require additional fee(s).

Registrar Use Only	
Processing:	Setup charge = \$15.00
Programming: _____ hours X \$ 50.00 = _____	
Key entry or special operations: _____ hours X \$ 25.00 = _____	
Read or write tapes _____ hours X \$ 10.00 = _____	
or disks:	
Labels: ___ sets X ___ labels X \$.05 = _____	
Paper: ___ copies X ___ pages X \$.05 = _____	
Other charges: _____ = _____	
Total = _____	
<input type="checkbox"/> release	Rush charge if applicable (Total X 2) = _____
Total charges = _____	

When job is complete: pick up mail FTP e-mail to: