


Before You Print!

1. Read instruction page.
2. Complete the form online. (type in and select all applicable fields for your request)
3. Click on the  button at the bottom of the form.
4. Select double sided printing (if available).

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AD HOC DATA REQUEST

UNIVERSITY REGISTRAR

UNIVERSITY of CALIFORNIA, IRVINE

INSTRUCTIONS

- 1) Use a separate form for each request.
- 2) Complete the form by typing in all required fields before printing. Be precise and accurate in your data specification. (You will receive EXACTLY what you request. For assistance in completing this form call Mark Fonseca, x49672.)
- 3) Print two copies (one for submittal and another for your records.)
- 4) Submit the completed request form to the University Registrar (Zot code 4975) or Fax 824-7896.

ACCESS AND CONFIDENTIALITY OF STUDENT RECORDS

The University Registrar is a custodian of student records at the University of California, Irvine. Access to student records is restricted, and is governed by federal law: the *Family Educational Rights and Privacy Act of 1974*, state law: the *Information Practices Act*, and University policy: *University of California Policies Applying to the Disclosure of Information from Students Records*. Access to a student's record may be given: to the individual student; to university employees with legitimate educational interest; to third parties with the written permission of the student; by exception under the law.

Certain information in student records has been identified as Directory Information, more commonly known as public information. Students have the right to restrict the disclosure of their Directory Information by providing the University Registrar with a written request to withhold the information. Public information may be disclosed to any party without the prior written consent of the student, unless it has been restricted by the student. **Depending on the purpose of the request, students with restricted public information may be excluded from data output.**

University officials may access student records only as required to perform assigned duties. As a University official, you are held personally liable for unauthorized access to and/or release of confidential information from student records. Violation of confidentiality, privacy laws and university policies may result in disciplinary action, up to and including termination of employment and/or dismissal from the University.

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

Maintain Confidentiality of Student Records

- Access only those student records required to perform your duties
- Ensure privacy of all student records
- Dispose of information in a secure manner
- Only allow those with legitimate educational interest ("need to know") to view or access the data requested

What is "Legitimate Educational Interest"?

Legitimate Educational Interest is the demonstrated need to know. A University official is determined to have legitimate educational interest if the information requested is relevant and necessary for that official to: (a) perform their assigned employment responsibilities; (b) perform a task that is related specifically to the official's participation in the student's education; (c) perform a task that is related specifically to the discipline of the student; or (d) provide a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.

Directory Information

Directory Information, also known as public information at UC Irvine includes: name, date and place of birth, street and email addresses, phone number, dates of attendance, major field of study, grade level, degrees and honors received, number of course units in which enrolled, enrollment status, previous educational institution attended, participation in officially recognized activities including intercollegiate athletics, name, weight, and height of participants on intercollegiate university athletic teams, and photo. If it is not listed as Directory information then it is considered confidential information.

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 or restricted public information (i.e., GPA; grades; restricted contact information);
- Allowing access or disclosing the requested data to individuals without legitimate educational interest;
- 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

