Request for Information

University of Utah Student Systems Office

This Request for Information form is for University of Utah faculty and staff only. Please allow a minimum of one week for processing this request. Be as thorough as possible when defining your criteria; requests for clarification will delay your request. All report output will be provided electronically via email. Submit complete form to 201 S 1460 E Box 120 Salt Lake City, UT 84112 or fax to 585-7524.

Requestor Information

Name of Requestor _____   Department _____

Email Address _____   Phone Number _____

Briefly state your legitmate educational interest for the information requested: _____

Data Being Requested

Name of program or query _____

Describe the information needed. Please specify term and year:
Ex. All currently enrolled math majors with a GPA greater than 3.0
_____

When requesting information about enrolled students, please choose from the following options:

☐ Currently Enrolled
   Term and Year _____

☐ Eligible to Enroll
   Term and Year _____

Freshman
☐ Incoming
☐ Continuing

Transfer
☐ Incoming
☐ Continuing

Student Career   ☐ Graduate   ☐ Undergraduate   ☐ Non Credit   ☐ Law   ☐ Medicine

Select the data needed for the above set of students. Please check all that apply:

☐ Name

Specify name format _____

☐ Student ID Number

☐ Umail Address

☐ Mailing Address

Specify all others _____

☐ Phone

☐ Major

☐ Minor

☐ Term GPA
   Term and Year _____

☐ Cumulative GPA

☐ Current Year in School

☐ Projected Year in School

☐ Credit Hours

☐ Gender

☐ Ethnicity
   Specify Ethnicity _____

In accordance with the Family Educational Rights and Privacy Act of 1972 (FERPA), any University of Utah department/agency (or its officers, employees, and agents) receiving personally identifiable student information may use the information only for the legitimate educational purpose for which it was obtained. Personally identifiable student information may not be transferred to a third party without the prior written consent of the student(s).

The undersigned agrees to compl;y with the provisions of FERPA and understands that the misuse of student data resulting in a violation of FERPA could subject the University of Utah to sanctions by the Department of Education, which may include the loss of federal funds. It is also understood that employees found in violation of FERPA may be disciplined and/or dismissed from employment in accordance with University Policy. For more detailed information about the privacy of student records, please visit the FERPA website at www.sa.utah.edu/regist/ferpa/faculty/index.htm.

Date _____   Signature of Department Chair or Director _____

Student Systems Office Use Only:
Processed By: _____   Date: _____   Query/Job Name _____