



The University of Utah

# Student Records Web Reports Security Authorization

Office of the Registrar • 201 S 1460 E RM 250 N • Salt Lake City UT 84112 • 801-581-7852 • 801-585-7860 fax

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**Person Requesting Access:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ uNID: \_\_\_\_\_

Campus Email: \_\_\_\_\_ Department: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_  
(MM/DD/YYYY)

The access you are requesting allows you to view and/or modify student information governed by the Family Educational Rights and Privacy Act.

By signing this form, I acknowledge that I have reviewed the FERPA Guide and completed the FERPA Tutorial. I understand my obligations under FERPA for the proper access and release of student education record information. I also certify that I am a school official with a legitimate educational interest in the records as defined in the Privacy Regulations. I also affirm that I have read and will comply with the provisions for security and confidentiality of employee and student records and files as described in Policy and Procedure Manual # 4-001 and 4-004. I understand that if found in violation of this agreement, I can be disciplined and/or dismissed from employment in accordance with University Policy 5-111.

Signature of Person Requesting Access \_\_\_\_\_

Signature of Department Official Verifying Eligibility \_\_\_\_\_

I request access to the following web reports. See page 2 for report definitions. (Check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> #1 Enrollment major list with summary Info      | <input type="checkbox"/> #6 Student Schedules           |
| <input type="checkbox"/> #2 Enrollment major list with schedules         | <input type="checkbox"/> #7 Class Enrollment Statistics |
| <input type="checkbox"/> #3 Decalred major list, weather enrolled or not | <input type="checkbox"/> #8 Graduation Candidates       |
| <input type="checkbox"/> #4 Undergrad GPA rankings                       | <input type="checkbox"/> #9 Graduation Clearance        |
| <input type="checkbox"/> #5 Student Grades/Academic Summary              |   |

Briefly state your legitimate educational interest in the Student Records Web Reports.

**Office Use Only**

FERPA

Date: \_\_\_\_\_  
(MM/DD/YYYY)

Signature: Data Steward \_\_\_\_\_

Date: \_\_\_\_\_  
(MM/DD/YYYY)

Signature: Application Security \_\_\_\_\_

Date: \_\_\_\_\_  
(MM/DD/YYYY)

Please return completed form to the Registrar's Office, 250 N SSB, Email: [studentsystems@utah.edu](mailto:studentsystems@utah.edu). Fax: 801-581-5919

Updated: 8/16/2013

Report Number	Title	Description
1	Major list, enrolled students, summary info	<ul style="list-style-type: none"> <li>Based on selected majors, lists students declared in those majors and enrolled in the term you select (current term or future terms for which registration is open).</li> <li>Displays student name, ID number, academic career, academic level, majors, units enrolled in current term, cum units, cum GPA, and residency.</li> <li>Optional contact list may be produced, with student's name, address, phone, email address.</li> </ul>
2	Major list, enrolled students, student schedule	<ul style="list-style-type: none"> <li>Based on selected majors, lists students declared in those majors and enrolled in the term selected (current term or future terms for which registration is open).</li> <li>Displays student name, student ID number, majors, and the students' class schedule for the term.</li> <li>Optional contact list may be produced, with student's name, address, phone, email address.</li> </ul>
3	Major list, declared majors, whether enrolled or not	<ul style="list-style-type: none"> <li>Based on selected majors, lists students declared in those majors whether enrolled or not.</li> <li>Displays student name, student ID number, academic career, academic level, majors, last term enrolled, units enrolled in current term and next term, cum units, cum GPA, and residency.</li> <li>Optional contact list may be produced, with student's name, address, phone, email address.</li> </ul>
4	Undergraduate GPA rankings	<ul style="list-style-type: none"> <li>Based on selected majors, lists undergraduates declared in those majors and enrolled in the current term. You may also request students with minimum number of units, or in a particular GPA range.</li> <li>Displays student name, student ID number, major, cum GPA, and cum units (sorted by GPA and units).</li> <li>Optional contact list may be produced, with student's name, address, phone, email address.</li> </ul>
5	Student Grades/Academic Summary	<ul style="list-style-type: none"> <li>For a specific student selected either by student ID number or name, displays the student's grades for a given term, plus grade points, GPA units, units passed, and GPA for the term.</li> <li>The Academic Summary shows cum units passed, grade points, GPA units, GPA, transfer units, test credit, other credit, cum units, and academic level.</li> </ul>
6	Student Schedules	<ul style="list-style-type: none"> <li>For a specific student selected either by student ID number or name, displays the student's class schedule for the term, plus enrollment status and grades when available.</li> </ul>
7	Class Enrollment Statistics	<ul style="list-style-type: none"> <li>Displays enrollment headcounts based on academic career, academic level, or major of the enrolled students. Also may display average cum GPA of enrolled students. Classes may be selected for which statistics should be displayed, based on subject and catalog numbers (including prefixes or ranges).</li> </ul>
8	Graduation Candidates	<ul style="list-style-type: none"> <li>Displays graduation candidates based on term, student's major or minor, and degree checkout status (applied or awarded). Also may display multiple majors if selected.</li> </ul>
9	Graduation Clearance	<ul style="list-style-type: none"> <li>Displays graduation candidates for the current term and whether their DARS is complete, complete (with in-progress courses), or deficient.</li> <li>Users may only access majors and minors for which they are responsible.</li> </ul>