



## IMAGED DATA ACCESS REQUEST - BASIC

Name (Last, First, Middle) \_\_\_\_\_ Student ID: \_\_\_\_\_

Department: \_\_\_\_\_ Title: \_\_\_\_\_

Office Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Do you currently have Banner INB access?  Yes  No \_\_\_\_\_ FERPA Training Date \_\_\_\_\_ O-Key Short Username \_\_\_\_\_

Request access to:  Undergraduate Admission Applications Only  Full Basic Access to Student Records  Course Information

Reason for Access Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Student Records Access Request Form Confidentiality Agreement:

It is the policy of Oklahoma State University that information contained in educational records is confidential but may be reviewed by school officials who have a "legitimate educational interest" in the student without prior consent of the student. A school official has "legitimate educational interest" if a review of the student's record is necessary to fulfill the official's professional responsibilities to the University. School officials may have legitimate educational interests both in students who are currently enrolled and those no longer enrolled. It is the policy of OSU that faculty, staff, and other employees or volunteers serving as school officials with legitimate educational interest complete university-sponsored FERPA training before obtaining access to student education records (OSU Policy 2-0701).

**I have read and understand the above information, have completed the required FERPA training, and agree to comply with University and Federal policies regarding the privacy of student education records. I understand failure to comply can result in loss of access privileges or disciplinary action.**

User Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean, Director or Department Head Approval \_\_\_\_\_ Date \_\_\_\_\_

<b>For Internal Use Only:</b>	<input type="checkbox"/> Access Granted	<input type="checkbox"/> Access Denied
_____ Signature	_____ Date	