



IMAGED DATA ACCESS REQUEST - RESTRICTED

First Name Last Name Banner 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: Academic Reprieve Admission Appeals Adm., Registrar or Graduate College Staff Athletics Block Rate Tuition English Proficiency Petition
- Imaging Administrator Imaging Scanner Late Drop Petitions Legal Residency Student Conduct Tuition Appeals Veterans Benefits

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

| | | | |
|-------------------------------|--|---|--|
| For internal use only: | | <input type="checkbox"/> Access Granted | <input type="checkbox"/> Access Denied |
| _____ Signature | | _____ Date | |