

# Access to Student Database for Tacoma Staff/Faculty

This form is used to request SDB access, and to record signatures for authorization to the Student Database.

## Requesting User

Name (please print): \_\_\_\_\_ UW NetID: \_\_\_\_\_

Employee ID#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Department: (please do not abbreviate): \_\_\_\_\_ Box: \_\_\_\_\_

My job classification (title) is: \_\_\_\_\_

I certify that I, the requesting user, need this access in order to perform my job. I recognize that all data is protected by the Federal Family Rights and Privacy Act of 1974 and will not be transmitted to third parties without written consent of the student(s) involved. I will not allow other people to use my account and I will keep my password private. Your Statement of Responsibility regarding the Student Database is printed on page two of this form.  
 >> Submit both pages.

Requesting User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Supervisor

Name (please print): \_\_\_\_\_ UW NetID: \_\_\_\_\_

Employee ID#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Department: (please do not abbreviate): \_\_\_\_\_ Box: \_\_\_\_\_

The supervisor assumes responsibility for notifying UWITSC, Administrative Applications 221-5000 option 5, adminapp@u, Box 359540, or Data Services 543-1098, dataserv@u, immediately if the user leaves the department or his/her job duties no longer require access.

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Registrar

User requires SDB access to (check one):  SIS only  SDB & SIS

Required signature for all staff requesting access: \_\_\_\_\_

Andrea Coker-Anderson, Registrar, (253) 692-4856, Box 358400  
 UW Tacoma Office of the Registrar

### Student Account Information

Call Jeff Petersen to discuss your requirements then get his signature before sending in the form.

Required Signature: \_\_\_\_\_  
 Andrew Monusku, (206) 616-7070, Box 355870  
 Student Fiscal Services

### Student Need-Based Financial Aid Inquiry

Call Megan Davis to discuss the requirements then get her signature before submitting this form.

Required Signature: \_\_\_\_\_  
 Megan Davis, (206) 685-1698, Box 355880  
 Director, Student Financial Aid

## Access

### This section for UW Tacoma Registrar Use Only

Access Level Requested \_\_\_\_\_

Printer Requested - Transcript Printer Required \_\_\_\_\_

Place and Remove Holds?  Yes  No

Hold \_\_\_\_\_

Additional Needs/Comments: \_\_\_\_\_

## This section for UW Technology/ Data Management Use Only

Filing usercode \_\_\_\_\_

UW Technology Setup

Initial Setup \_\_\_\_\_

TSAT \_\_\_\_\_

Token/crn \_\_\_\_\_

Notify \_\_\_\_\_

Sent to Data Mgmt \_\_\_\_\_

SDB access for usercode \_\_\_\_\_

SDB access for switch code \_\_\_\_\_

SDB notification

User  Faculty Workload

SDB setup \_\_\_\_\_

Received in UW Technology:

## Statement of Responsibilities Regarding FERPA Requirements and the Student Database (SDB)

The following is a summary of my responsibilities when using the University of Washington Student Database.

1. The information in the Student Database is the property of both the student and the University of Washington and may not be released to anyone except University employees in the course of their work as University employees unless authorization is given by the student or my supervisor, or the information to be released is "directory information" and the student has not restricted release of directory information.
2. The release and control of this information is governed by the Federal Family Rights and Privacy Act of 1974 (FERPA) and the Washington Administrative Code.
3. If a student has restricted release of directory information and has not provided a written release to me, my response to a request for information from persons outside of the University should be:

**I have no information about that individual.**

4. If a student has not restricted directory information, I may release:
  - Dates of attendance
  - Full or part time status
  - Degree(s) and awards received
  - Scholastic honors
  - Majors
  - Place of birth
  - Last school attended
  - Telephone number
  - Email
  - Participation in officially recognized athletic activities
  - Weight and height of members of athletic teams
5. These restrictions on the release of information pertain to all off-campus inquiries, including (but not limited to) prospective employers, FBI, IRS, Police, government officials, parents, spouses and children.
6. The following exceptions apply to the above rules:
  - If a student has provided a written release, I may release any information covered by the authorization.
  - Staff of the Federal Office of Education may have any information they wish.
  - Agencies that have provided financial aid to a student may have quarterly enrollment status information. These inquiries should be referred to the UW Tacoma Office of the Registrar.
  - Parents who claim the student as a dependent with the IRS may have information if they show evidence of dependency in writing. These inquiries should be referred to the UW Tacoma Office of the Registrar.
  - University faculty and staff may have any information that *they need to know* to perform their responsibilities to the University whether or not the student has said "no" to release of directory information. (Campus Police are *not* considered part of the University staff given general access to the information in the Student database.)
7. Questions about security of the data should be referred to the UW Tacoma Office of the Registrar.
8. I am responsible for the security of my usercode, password and SecurID or Entrust token. My usercode is not to be shared with other people. I also understand that my access to information in the Student Database is limited to the information *I need to know* in order to perform my job at the University. Violation of these provisions may result in disciplinary action, which could include dismissal from the University.

I acknowledge that I have been briefed on my responsibilities regarding FERPA and that I understand the above information.

Requesting User: \_\_\_\_\_  
Signature (required)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

UW Tacoma Registrar: \_\_\_\_\_  
Signature (required)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date