LAKE WASHINGTON INSTITUTE OF TECHNOLOGY

Information Access Request

1. College employee requesting access: _____ Date: _____
Is request for a new account or an existing account? _____ New _____ Existing
For existing accounts, give all User IDs (but not passwords) for which the change is requested:

_____

(College employee is any faculty or staff person requesting access to student data -- Print name clearly)

2. The above person is a college employee through one or more of these definitions:

____ person employed by or under contract by the college
____ person elected to the Board of Trustees
____ student serving on an official committee
____ student assisting another school official

3. The above person has a legitimate educational interest because s/he:

____ performs a task that is specified in his/her position description
____ performs a task related to the discipline of a student
____ provides a service or benefit relating to a student or student's family
____ performs tasks related to a student's education
____ maintains safety and security of the campus

4. Specify access needed to perform your official duties as a college employee:

DATABASE: SMS, SAFER, PPMS, SMIS, etc.	DATABASE PASSWORD(S) REQUESTED?	Specify page (if any) screen should be added to	SCREEN(s) TO BE ACCESSED Process ID Number & Name	ACCESS LEVEL I = Inquiry C = Change	FERPA Officer Approval

- Inquiry access allows viewing but not change of data. Change access allows data to be changed.
- Datax (Data Express) always requires "change" level access.
- FERPA Officer (registrar) approval is required for all databases involving any student personally identifiable data.
- Rather than list all screens, it is okay to copy the same set of screens as an existing "User ID". Just specify the request in the table above.

Attach additional screens or printout if needed. ***Access level requested is taken as inquiry-only (read only) unless otherwise stated.***

5. Family Educational Rights and Privacy Act **(FERPA)**: The employee affirms he/she is aware that FERPA guidelines must be followed and that educational records or student information may not be disclosed unless specified as directory information in college policy. Even then, requests for student information should be referred to the Office of Admissions and Registration, to ensure that the student has not filed a request to make his or her entire record confidential.

6. The employee requesting access and his/her supervisor confirm that: information above has been read and understood and **FERPA** guidelines will be adhered to; passwords to databases and systems will be kept confidential; and access is subject to the college's acceptable use policy. Access will be canceled once the employee's eligibility expires. The signature on this form or receipt through e-mail acknowledges these responsibilities and acceptance of these conditions.

Signature of college employee requesting access: _____ Date: _____

Signature of supervisor of person above: _____ Date: _____

7. Submit form to Enrollment Services:

Signature of Registrar: _____ Date: _____