

ACINQUIRE REQUEST FOR ACCESS TO STUDENT DATA

To request access to online student data, the person who will access the system (i.e. AcInquire) must provide the information requested below and obtain the signature of the department chairperson or appropriate supervisor and of the dean or director. The employee requesting access must also sign the Statement on the Privacy of Student Records on the next page. Please forward this form to the Registrar's Office, 11 Swords Hall, for review and authorization. Please print clearly.

Name \_\_\_\_\_ Position \_\_\_\_\_
Department \_\_\_\_\_ Location \_\_\_\_\_
Phone \_\_\_\_\_ BUNetID \_\_\_\_\_ Initials \_\_\_\_\_

Please check the AcInquire system role(s) requested below:

- 1. Advisors
2. Faculty
3. Non-Advising or Temporary Faculty
4. Department Chairs
5. Administrative Assistants to Department Chairs
6. Deans
7. Associate Deans/Assistant Deans
8. College Records Secretaries
9. Other roles? \_\_\_\_\_

If authorized, list specific department codes for:

Release Holds (list major codes, e.g. EGT M E, GRDM E) \_\_\_\_\_
Add Reserves (list course prefixes, e.g. M E) \_\_\_\_\_
Add/remove Prerequisites (list course prefixes, e.g. M E) \_\_\_\_\_
Assign Advisors (list major codes, e.g. EGT M E) \_\_\_\_\_

FERPA permits access to student information for University officials with an educational need to know in order to do one's job.

Please fully explain your educational need for FERPA protected, non-directory information. \_\_\_\_\_

Approval requires signatures of the following personnel:

Department Chairperson or Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Dean or Director \_\_\_\_\_ Date \_\_\_\_\_

Registrar \_\_\_\_\_ Date \_\_\_\_\_

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Following is for office use only.

FERPA Tutorial \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

## STATEMENT ON THE PRIVACY OF STUDENT RECORDS

Bradley University upholds a dual commitment regarding student records:

- 1) to respect and protect the privacy of student information according to University policy and the *Family Educational Rights and Privacy Act (FERPA) of 1974*.
- 2) to provide student information necessary for the work of University personnel.

All University personnel, by virtue of their employment, are accountable for the responsible use of student information. This includes insuring the confidentiality, integrity, and accuracy of student records. Use of student records should be limited to specific institutional purposes within the official duties of each faculty and staff member. Information cannot be provided to external parties for commercial or unauthorized use, nor can information be used for purposes outside of one's job responsibilities.

University policy and federal law permit the release of "directory information" on a student, unless a student has signed a "stop of release" form kept on file in the Registrar's Office. For those students not even directory information may be released.

Under the terms of FERPA, Bradley University has established the following as directory information: student's name, local and permanent address and phone, email address, photo, major, class, enrollment status (grad, undergrad, full time or part-time), degree, and dates of attendance. A complete list of directory information appears on the Registrar's Office website [www.bradley.edu/registrar/](http://www.bradley.edu/registrar/).

Non-directory information is confidential. It is made available to University employees for legitimate educational purposes. Release of personally identifiable non-directory information to third parties requires written approval from the student.

Any University employee who engages in unauthorized use, disclosure, alteration, or destruction of data is subject to disciplinary action, including possible dismissal.

Go to the Registrar's web site at [www.bradley.edu/registrar/](http://www.bradley.edu/registrar/), read the Practical Guide to FERPA and the Tutorial. Then test your knowledge by taking the Quiz. Be sure to supply the requested information and send the email at the end of the quiz. Taking the Quiz and sending your information by email are both required before you will receive access to AcInquire or any other systems or portals containing student information.

Date quiz was completed \_\_\_\_\_.

Must be signed by the person requesting access:

I have read the above and I understand that I have access to student records which contain individually identifiable information, the disclosure of which is prohibited by the *Family Educational Rights and Privacy Act (FERPA)*. I understand that the unauthorized use, alteration, or destruction of data or disclosure of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law and could be cause for disciplinary action including termination of my employment. I understand that by using my login and password I accept full responsibility for complying with these regulations. I also understand that any information I access must be used only to perform the duties of my job and that misuse of educational records may result in disciplinary action.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Department or Unit \_\_\_\_\_

Please type or print clearly