



Division of Enrollment Services

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Student Information System Access Renewal Form

POLICY:

This renewal access form is for continued access to and/or use of Student Data based on prior approval by the University Registrar' s Office. This form must be executed annually. If additional access is required, or if you change departments, you must submit a new Access Request Form.

I. PLEASE PROVIDE THE FOLLOWING INFORMATION:

FULL NAME: _____ EMPLID: _____

TITLE: _____ Network ID: _____

DEPARTMENT/SCHOOL: _____

CAMPUS PHONE: _____

EMAIL ADDRESS: _____

I have read and understand the regulations governing the use and/or release of student data from the Student Information System. I agree to follow the regulations set forth in the University' s *Policy on the Confidentiality and Release of Information about Students* and the *Family Educational Rights and Privacy Act of 1974 (FERPA)* as amended. A copy of the University policy is located on the Registrar' s Web page at <http://www.registrar.emory.edu/ferpa/ferpa.htm>.

User' s signature

Date