



Office of the Registrar

1 Jessup Hall
Iowa City, Iowa 52242-1316
319-335-0238 Fax 319-335-2636

Registrar Data Warehouse Access Request Form

INSTRUCTIONS: If you have not already completed the FERPA training and competency quiz, you must do so before submitting this form. Use your HawkID and password to log into Employee Self Service. Click the **Personal** tab, then **My Training** (under **Learning and Development**), then **Available Online Icon Courses**, then **FERPA Training**, then **Enroll in this ICON Course**. After completing FERPA training, complete sections 1 and 2 online, then print out the form. Sign and date in section 3. Give form to Chair, Director, or Dean for signature in section 4.

Send the completed form to Tom Kruckeberg, Registrar's Office, 1 Jessup Hall, or fax to 335-2636.

Section 1: Applicant Information

Name		University ID
Email	@uiowa.edu	Job Classification
Department		
Campus Address		Phone

Section 2: Access Requested

MFK Budget Dept Number (for tracking, not for billing):

I will use the following application (e.g., Microsoft Access) to query the Data Warehouse:

Section 3: Confidentiality of Student Records and Agreement to Comply

My signature below signifies that I fully understand and agree to comply with the policy of the University of Iowa relating to confidentiality of student records. (See "Student Records Policy" at [Student Records Policy](#) for a full explanation of the policy.) I also agree that I will not view any student record (currently enrolled or former students) unless I have a legitimate educational interest; i.e., for a reason that is required in my job assignment.

Applicant Signature _____ Date _____

Section 4: Authorization by Department Chair, Director, or Dean (no signature stamp or delegate signature)

Printed Name _____ Title _____

Signature _____ Date _____

Received Registrar's Office (date): _____

FERPA training confirmed

Access added and applicant notified (date and initials): _____