



**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**

**Applicant: Complete sections 1 and 2. Print form. Sign and date in section 3. Present to Department Chair, Director, or Dean for approval.**

**Return completed form to David Salisbury, Registrar's Office, 1 Jessup Hall, or fax to 335-2636.**

**This application will not be processed until applicant has completed FERPA training.**

**See [FERPA](#) for more information about FERPA training options.**

**Section 1: Applicant Information**

Name		HawkID
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**

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

Received Registrar's Office (date): \_\_\_\_\_

FERPA training confirmed

Access added and applicant notified (date and initials): \_\_\_\_\_