



Office of the Registrar

1 Jessup Hall
Iowa City, Iowa 52242-1316
319-335-0238 Fax 319-335-1999

Request for access to the Registrar Data Warehouse SSN Table

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 Larry Lockwood, Office of the Registrar, 1 Jessup Hall.

This application will not be processed until the applicant has completed FERPA training and the SSN usage committee has approved it.

Section 1 - Applicant

Information

Name: _____ HawkID: _____

Email: _____ @uiowa.edu Job Classification: _____

Department: _____

Campus Address: _____ Phone: _____

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

Section 2- Access Requested : *My reason for needing SSN access is*

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 and handling of Social Security Numbers. (See "Student Records Policy" at <http://www.uiowa.edu/~vpss/policies/i/c.shtml#main> and <http://www.uiowa.edu/~our/opmanual/ii/36.htm>.)

Applicant Signature: _____ Date: _____

Section 4- Authorization by Department Chair, Director,

or Dean

Printed Name: _____

Signature: _____ Date: _____

Received Registrar's Office (date): _____

Approved by the SSN Usage Committee _____ (date) _____: