

Oklahoma State Regents for Higher Education

Data Request Form

Release of data is subject to approval. For consideration please provide the following information.

Contact information

Name: _____
Title: _____
Organization: _____
Department: _____
Phone number: _____
E-mail address: _____

How will the data be used? What is the purpose of the request?

What data are needed?

Date needed _____

Identify preferred mode of output (ASCII, Excel, hardcopy)

Statement of Understanding

The information obtained through the unitary data system is, by Federal law and State Regents policy, confidential, and may not be used except as officially authorized. The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of the student records. The requester agrees to maintain the confidentiality of the data provided, use the data exclusively for the intended purpose, store the data in a secure area, and dispose of the data in an approved manner (i.e., shredding). Requesters may be held liable for the information divulged to unauthorized parties as a result of negligent maintenance or use of reports by requesters or their agents.

By my signature, I verify the information requested and confirm I have read, understand, and will comply with the above statement of understanding.

Signature _____ Date _____

Approval Level _____
Authorizing Signature _____