

REQUESTS FOR DATA FROM THE STUDENT INFORMATION SYSTEM

At the University of Massachusetts Amherst, the following information is defined as directory information: student's name, local address, home address, major, local telephone number, date and place of birth, acknowledgment of a student's participation in officially recognized activities and sports, weight and height of members of athletic teams, date(s) of attendance, degree, certificates, awards received, the most recent previous educational agency or institution attended by the student, and the dollar amount of money earned on the state or trust payroll. The university can release some or all of that information, unless a student specifically requests suppression of the data. All other data about students are classified as educational records, and access to educational records, without specific written consent from the student, is much more restricted, per federal and state law and University policy.

The Registrar's Office frequently receives requests for electronic or printed reports of student demographic and/or academic information. The Registrar and Directory Information Policy Committee are charged with approving or denying these requests, to ensure compliance with applicable policy and law and to ensure good custody of educational records.

Shared Responsibilities

Defining and developing a data request is a joint responsibility that does not end with the receipt of the report, list, labels, etc. The following information should clarify the responsibilities of both the data provider and the data receiver.

The Registrar's Office is responsible for:

- accepting and acting on requests for data, in accordance with applicable policy and in consultation with the Directory Information Policy Committee
- ensuring that its custodial responsibilities for the data are observed by the requesting office, if the request is approved
- advising the requesting office about the nature of the data being provided
- developing the report, list, etc., if approved
- developing an appropriate set of controls for timing and executing the requests
- monitoring the accuracy of the data
- suspending further data delivery, should it be used for any unauthorized purpose, not be kept secure, or not be well-maintained by the requesting office

The Requesting Office is responsible for:

- maintaining the integrity and security of the data in their local environment
- examining all data from the Registrar's Office to ensure its accuracy prior to using it
- providing its own local production environment - including backup, error correction, etc.
- providing accurately described and carefully analyzed answers to questions about any and all requirements
- providing input to the Registrar's Office as to the effectiveness and quality of both the data and its delivery
- using the data only for the purposes approved by the Registrar's Office or Directory Information Policy committee
- informing the Registrar's Office should data needs change (e.g., new information needed, data needed on a different schedule, a change in or extension of the purposes to which the data will be applied)

REQUEST FOR DATA, LABELS OR REPORTS FROM THE STUDENT INFORMATION SYSTEM

UNIVERSITY OF MASSACHUSETTS AMHERST, OFFICE OF THE UNDERGRADUATE REGISTRAR, 213 WHITMORE

1. NAME _____ DATE _____
 DEPT/ORG _____ CAMPUS ADDRESS _____
 PHONE _____ EMAIL ADDRESS _____
 Faculty Staff Student Other _____

2. **DESIRED FORMAT**

Printed List/Report[†] Electronic List/Report[†] Labels (stick-on)* Addresses for Campus Mail Svce/Bulk Email

[†]If you are requesting electronic format, complete the second page of this form in addition to this page.

*If you are requesting labels, you will be expected to supply the Registrar's Office with replacement labels (Avery 5160 or any equivalent) by the time you pick up your completed request.

3. **PURPOSE** of request _____

NOTE: If you are using this information to do a mailing of any kind, please attach to this request a copy of the material that you plan to mail. If you do not include this material, we cannot process your request.

4. **DATE** information is needed (Allow 10 working days for processing, 15 for electronic requests) _____

If you will need this information more than once, indicate that here: _____

5. **WHO** (Identify the group of students you are targeting) _____

6. **PRINT** (What information do you want printed for each student selected?) _____

7. **SORT:** In what order do you want the information to appear? (i.e. alphabetical, etc.) _____

8. **TITLE** to be printed at top of list/report _____

9. **SPECIAL INSTRUCTIONS** _____

10. Have you or your department/organization asked for this same information before? Yes No

11. If yes, approximately when was the last time? In what format? _____

ALL REQUESTS ARE SUBJECT TO REVIEW AND APPROVAL. WE WILL CONTACT YOU IF ADDITIONAL INFORMATION IS NEEDED.

BUCKLEY AMENDMENT: CONFIDENTIALITY

Use of the data requested is governed by Federal law (P.L. 93-280 as amended, the "Family Educational Rights and Privacy Act of 1974", also know as FERPA), state statute (G.L. Chapter 66A, the "Fair Information Practices Act"), and University policy (Board of Trustees Document T77-059, "Fair Information Practices Regulations"). Recipients of such data are responsible for compliance with the subject acts, which govern the use and dissemination of educational records, as are those releasing such information. Details are available from the office of the Associate University Counsel, 374 Whitmore.

I attest that the information I have provided is accurate and correct to the best of my knowledge, that the information I receive will be used for the purposes stated and that I will abide provisions of the applicable laws and regulations.

SIGNATURE OF REQUESTOR

FOR ELECTRONIC DATA REQUESTS ONLY, please answer the following:

Give as much detail as you can

12. **Why do you need this data electronically**, as opposed to receiving it in a printed format, such as labels or a report?
13. **Will the data be needed only once?** If not, how often do you propose to get a new data file from the Registrar's Office to replace the data you will have? (Note that a primary concern for approval is continued use of out-of-date data. It is better to request an update periodically, rather than reuse old data.)
14. **How do you intend to use the information?** (e.g., Do you plan to use the information to track students, send them mailings or contact them via telephone/email? Do you intend to use the data to produce reports about students? To whom would you provide such reports?) Whatever your intention, you are required to detail *all* uses of the data and attach to this request samples of any mailings you will produce (close-to-final drafts are acceptable as long as the text is in its final state).
- Note:** should you later want to use the data for any other purpose, you MUST get approval from the Registrar's Office.
15. **Do you intend to make any updates** to this data? If so, please describe the nature of these updates. Usually, we will suggest that you request updated reports from the Registrar's Office, rather than updating the data yourself.
16. **Who will have access to this data**, either electronically or through printed reports, labels, etc.? Please specify their names and UMass affiliations. Note that access must never be given to anyone other than those approved here.

Please keep in mind that the Registrar's Office takes its responsibility to protect the confidentiality of UMass students very seriously. We expect you to have sufficient security measures in place to assure us that no information supplied to you by this office will be seen by any but the intended recipients, listed above in Question 16. If any of this is unclear, or you have any questions about security and/or another aspect of the data request process, please feel free to call Teri Miller at 545-4931.