UNIVERSITY OF WASHINGTON
OFFICE OF THE REGISTRAR
BOX 355850

AUTHORIZATION FOR ACCESS TO EDUCATIONAL RECORDS ("DEPT INFO")

You are being given access to confidential student information available from Student Database Extracts through the Departmental Information System. You may use this access to provide your department with quarterly class lists, time schedule information, enrolled majors in your department, degree, and graduate school applications.

Student education records must be safeguarded according to the Family Educational Rights and Privacy Act (FERPA). Personally identifiable information from a student's education record may not be released to a third party. Directory Information may be released unless the student has restricted access. Directory information is defined as name, address, telephone number, email address, major field of studies, dates of attendance, full- or part-time enrollment status, most recent previous educational institution attended, degrees and awards received, as well as notices of awards or academic honors to home or town newspapers. For athletes, this also includes, date of birth, weight and height. Please refer any questions or policies regarding FERPA to the Assistant Registrar for Records in the Office of the Registrar at 206-543-3290.

Computers storing extracted student data must be protected with the same safeguards as the primary student database, and only authorized University employees with a "need-to-know" may have access. Unauthorized access to confidential electronic student records must be prevented.

I understand the terms described above and have agreed to these conditions.

_____ _____
School or College Department

_____ _____ _____
Printed Name Signature Date

_____ _____ _____ _____
Title or Position USER ID Email Address UWNETID

(Approved by supervising director below:)

_____ _____ _____
Printed Name of Director Signature Date

_____
Title or Position