Request for Access to Educational Records for Research

Instructions

FIU-108 of the Board of Trustees Regulations requires that requests for academic research involving student education records be referred to the University Registrar and to the Provost for approval. Please be specific and provide detailed responses to the questions below. Failure to provide detailed responses may result in a delay or denial of your request.

The Principal Investigator (PI) needs to email the signed form to Dr. Howard Holness (holnessh@fiu.edu) for the Provost’s approval. Dr. Holness will then forward the form to the University Registrar (Dulce Beltran) for approval. The PI will receive a copy of the final approved form.

**********************************************
***************************************
Project Information

Principal Investigator Name and Title:  

Principal Investigator Email Address:  

Title of Project and IRB number:  

1. Describe the purpose of the research. If a survey will be used, what is the survey instrument:  

2. List the type of student data that is needed (e.g., email addresses, ACT scores, grades, etc.), be specific:  

Page 1 of 3
3. For each question requesting student data, explain why the student data is necessary, be specific and provide details:

4. Describe the group to which the student data are limited (e.g., only students with 3.00 GPA or above, graduate or undergraduate) and for which semesters/time frame will you be collecting data? For example, Fall 2021, Spring 2022 etc. please be specific:

5. How long you will need to access to the student data for (e.g., 3 months, 1 year, etc.) after collection ends? Where and how will the data be stored/secured? Who will have access to the stored data? When and how will the data be destroyed?

6. Explain if your study requires access to identifiable, coded, or de-identified student data. Who will have access to this student data (names and titles, be specific):

FERPA Exceptions

The student records being requested fall under the following FERPA Exception(s):

☐ **Directory Information** – The student records will be limited to: Student’s name; Student classification and major and minor fields of study; Participation in officially recognized activities and sports; Weight and height of members of athletic teams; Dates of attendance, degrees and awards received; The most recent previous educational agency or institution attended by the student; and/or Photographic image.

☐ **De-Identified Information** – My research study will not require Identifiable student records.

☐ **Research Conducted for or on Behalf of an Educational Institution** – My research will be limited to: Developing, validating, or administrating predictive tests; Administering student aid programs; or Improving instructions.

**NOTE:** All student data must be de-identified before presenting any research. Only aggregate, de-identified student data may be published or presented.
Affirmation of Principal Investigator

As the Principal Investigator, I will safeguard the data and ensure that no personally identifiable information about any individual will be published or made available to others.

Signature of the Principal Investigator ___________________________ Date __________

Approval of Provost

☐ Request is granted in whole
☐ Request is granted in part
☐ Request is denied

Special Conditions / Comments (if applicable):

Signature of the Provost ___________________________ Date __________

Approval of University Registrar

☐ Request is granted in whole
☐ Request is granted in part
☐ Request is denied

Special Conditions / Comments (if applicable):

Signature of the University Registrar ___________________________ Date __________