

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. 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.** If additional space is needed, please attach a separate page.

The Principal Investigator (PI) needs to email **this signed request form and a copy of the pending IRB application** to Dulce Beltran, University Registrar (dubeltra@fiu.edu). Once the Registrar and has approved the form, the PI will receive a copy of the final approved form via DocuSign.

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:

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. **Please note that e-mail addresses are not considered directory information.**

- De-Identified Information** – My research study will not require Identifiable student records. **Do not check this box if you will be the individual de-identifying the information. This only applies to records that you receive that have already been de-identified.**

- 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. **Research in this category is typically related to IRB Exemption Categories #1 or #2.**

