

# IOWA STATE UNIVERSITY

## Release of Student Information for Research Requests

Educational researchers may request access to confidential student information available through the Registrar and Enrollment Services data systems which are protected under the Federal Education Rights and Privacy Act (FERPA) <http://www.registrar.iastate.edu/info/ferpanotice.html>. Researchers may be provided information obtained from confidential files for research purposes if they comply with the following requirements for release:

1. If IRB approval is needed (e.g., if data contains personal identifiers or students will be contacted), the researcher shall provide a copy of the IRB approval letter to the Office of the Registrar prior to receiving access to the requested data.
2. The researcher shall describe the population for the study and the specific data elements requested, and provide an explanation of the research need for those data elements.
3. The researcher shall agree to reimburse the Office of the Registrar for the actual costs incurred in the collection of the data.
4. The researcher shall take every precaution to preserve the privacy of individual students and the confidentiality of the data. If deidentified data are requested, the researcher shall not make any purposeful attempt to identify any individual student and shall not link data with any other dataset if doing so could result in anything other than inadvertent identification, either directly or indirectly. Every precaution must be taken to prevent deductive disclosure of students' identities when results are disseminated.
5. The research shall not share the data with anyone whose names are not listed below. Others seeking access to the data shall make a separate inquiry to the Office of the Registrar.
6. The data shall be stored in a secure way. Data may only be stored and accessed from university computers with only designated researchers having access.
7. Multiple copies of the data shall not be created.
8. Copies of the data shall not be maintained on external devices such as flash drives.
9. The data shall only be used for the specified research project and for no other purposes.
10. The data shall be destroyed by the date specified by the researcher: \_\_\_\_\_  
The Researcher shall inform the contact person listed below when the data has been destroyed.

Please check this box if you are linking student records with survey data. The researcher shall create a key and send both the key and the student identifier to the Office of the Registrar contact person who will return the data with only the key. The researcher shall then use the key for matching and remove all other student identifiers from the data.

If not already outlined in your IRB form, please describe the purpose of the study, explain your plan for maintaining student privacy, and provide a list of specific variables being requested (include separate attachments if needed):

### Primary Researcher Information:

Name: \_\_\_\_\_  
                    First                    Last                    Middle

Department: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

**I agree to the terms above.**

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*Signature of Primary Researcher*

*Date*

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*Signature of Major Professor or Supervising Instructor (if researcher is a student)*

*Date*

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*Signature of University Registrar or Designee*

*Date*

*Please attach this form to the IRB application, or if IRB application is not required, return to Jonathan Compton, Office of the Registrar, 214 Enrollment Services Center (515-294-4168, [jcompton@iastate.edu](mailto:jcompton@iastate.edu))*