

Request for the Release of Student Data Quickstart Guide

The purpose of the Request for the Release of Student Data form is to communicate your data needs with the Registrar's reporting staff. This guide will help you navigate the form and the request process. If you need additional guidance, please send an email to academicdata@unc.edu.

Date requested [1]: This field populates automatically with today's date.

When is the data needed? [2] Please enter a date at least five business days from today.

Terminate date [3]: Please enter the date on which you will destroy the data.

*Date Requested:	5/19/2017 1
*When is the data needed?	2 (Please allow at least 5 business days for approved data requests to be completed)
*Terminate Date (date this data will be destroyed):	3

Is this a repeat request? If you have previously requested a similar dataset, providing the R number will allow us to process your request more quickly. The R number is in the filename of the previous report.

Is this a repeat request?:	<input checked="" type="checkbox"/> Yes
What is the R# of the previous request?	
Note: Including the Request Number of the previous request will allow the Registrar's office to process your request sooner	

Is this request for research purposes? Check this box if you are requesting data that will you use in a research study. You will be prompted to provide an IRB number and documentation that your IRB protocol has been approved.

Is this request for research purposes?	<input checked="" type="checkbox"/> Yes
<i>An IRB Number is required to process a request for data that will be used in research. An authorized administrator must approve this request. Please include a comprehensive explanation for the data requested. You will be contacted, if there are any additional questions regarding your request.</i>	
What is the IRB #?	
Has the IRB already been approved?	<input type="checkbox"/> Yes
Please provide IRB documentation:	<input type="button" value="Click here to attach a file"/>

Do you have access to InfoPorte? The data you are requesting may already be available on InfoPorte. Information about gaining access is found at <http://ccinfo.unc.edu/start-here/access/#accessip>

Please explain how you will use this data in order to perform your job responsibilities. All requests for student data should have an educational need.

Terms: Please describe which terms you would like included in the report by entering the year into the blanks [1]. Under "other terms", list multiple terms separated by a comma.

Request Criteria: This section defines who is included in the report. Enter any criteria into the text box [2]. Suggested criteria are provided to the left of the text box [3]. If you would like only students with a particular major/minor, or students in a particular class, please add those criteria to the text box. Use a comma to list multiple criteria (e.g., Juniors, majoring in Chemistry). If you would like data for a particular set of students, please attach a file of PIDs or other documentation [4].

The screenshot shows a web form for requesting data. On the left, a white sidebar contains the heading "Data Request Criteria" and a list of bullet points: Terms, Specify Major, Specify Minor, Specify Class, Course Rosters for specific courses or Departments, Degree Candidates, and Degree Recipients. A green circle with the number 3 is next to the list. The main form area has a blue header "Term(s)" with the instruction "Enter values for each term being requested". Below this are four input fields for "Fall 20", "Spring 20", "Summer I 20", and "Summer II 20", with a green circle containing the number 1 next to the Summer I 20 field. Below these is a text input field for "Other Term(s) :" with the instruction "(For 'Other' terms, please specify if Summer Terms included)". A green circle with the number 2 is next to this field. Below that is a section titled "*Request Criteria" with the instruction "Enter any additional information about the criteria of the data for this request:". A large white text box is provided for this section, with a green circle containing the number 2 next to it. At the bottom, the text "If you have a list of PIDs or other documentation, please attach that document below:" is followed by a green circle with the number 4 and a button that says "Click here to attach a file".

Which data fields should be included in this report? Please check data fields you would like included in the report. If you are requesting fields that are not included in this list, please check the final box and enter the field(s) into the blank. Separate multiple fields by commas.

**Which Data Fields should be included in this report?*

- PID
- Name
- Email
- Local Address
- Career
- Enrollment Status (Enrolled, Not Enrolled, etc.)
- Class (First Year, Sophomore, etc.)
- Major
- Minor
-

Additional comments: Please enter any relevant details, such as sorting order or additional filters.