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.

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 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.
**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](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].
**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.

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