

# Student Records Security Change Form

PLEASE RETURN THIS FORM TO THE REGISTRAR'S OFFICE, 250 N SSB, OR SEND BY FAX TO 585-7860

**PLEASE NOTE THAT THIS IS A CHANGE FORM TO BE USED ONLY IF PRIOR ACCESS HAS BEEN AUTHORIZED.  
USE THE STUDENT RECORDS SECURITY AUTHORIZATION FORM TO REQUEST INITIAL ACCESS.**

I have read and will comply with the provisions for security and confidentiality of student records and files as described on page three of this form. I also certify that I am a school official with a legitimate educational interest in the records as defined in the Privacy Regulations. I understand that in accordance with University Policy 2-9, I can be disciplined and/or dismissed from employment if found to be in violation of this agreement.

\_\_\_\_\_  
Print/Type Name of Person Requesting Access      Office Phone Number      Campus E-mail Address      Employee ID

\_\_\_\_\_  
Signature of Person Requesting Access      Date

\_\_\_\_\_  
Print/Type Name of Verifying Official      Office Phone Number      Department

\_\_\_\_\_  
Signature of Department Official Verifying Eligibility      Date      For operator classes with an (\*)      Signature of Student Systems Trainer

**Privacy Regulations: See page 3 of this form and University Policy # 1-12 and # 1-18:** ([www.admin.utah.edu/ppmanual/1/1-12.html](http://www.admin.utah.edu/ppmanual/1/1-12.html))  
([www.admin.utah.edu/ppmanual/1/1-18.html](http://www.admin.utah.edu/ppmanual/1/1-18.html))

## ADD:

List the additional operator class(es) you are requesting. See page 3.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_

## DELETE:

List the operator class(es) you are deleting. See page 3.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_

**\_\_\_\_ PLEASE CHECK HERE TO DELETE ALL ACCESS.**

(Use this option when employees no longer work for the University or change assignments within the University.)

**STUDENT RECORDS SECURITY CHANGE FORM**

Print Name of Person Requesting Access \_\_\_\_\_

Employee ID \_\_\_\_\_

**ACADEMIC CAREER**

- Check the type(s) of student records you are authorized to access:

<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate	<input type="checkbox"/> Law	<input type="checkbox"/> Medicine	<input type="checkbox"/> Non Credit
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**ACADEMIC CAREER/ PROGRAM**

- If you are requesting authorization to change Programs and/or Plans specify the program that you will be changing: List the plans you are authorized to change. For example, the program is Humanities and the plan(s) are HISTBA, HISTBS, HISTHBA, etc.

PROGRAM \_\_\_\_\_

PLANS \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SERVICE INDICATORS**

- If you are requesting permission to place and release service indicators, complete the following:

Name of Service Indicator \_\_\_\_\_ List Reason Codes \_\_\_\_\_

Placement  Release \_\_\_\_\_

For Office Use: Enrollment Access : FULL ____ DEPT ____  List Specific Inquiry Groups (Update) _____  List Specific Inquiry Groups (View Only) _____  List Specific Application Centers _____
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Operator Classes Associated with the Financial Aid Office: Check class(es) requested. <input type="checkbox"/> FACDI <input type="checkbox"/> FACOUNSL <input type="checkbox"/> FAVWONLY <input type="checkbox"/> FARCCNS <input type="checkbox"/> FASYSTEM <input type="checkbox"/> OTHER _____  Signature of Financial Aid Data Manager _____ Date: _____
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Operator Classes Associated with the Income Accounting Office: Check class(es) requested. <input type="checkbox"/> SFVIEW <input type="checkbox"/> STDFIN3 <input type="checkbox"/> STDFIN4 <input type="checkbox"/> STDFIN6 <input type="checkbox"/> STDFIN7 <input type="checkbox"/> OTHER _____  Signature of Income Accounting Data Manager _____ Date: _____
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For Office Use: _____ Signature: Data Steward _____ Date _____  _____ Signature: Security Administrator _____ Date _____  _____ Signature: Application Security _____ Date _____
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## Privacy Regulations: (PLEASE RETAIN THIS PAGE FOR YOUR FILES)

Student records at the University of Utah are governed by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations. The Act requires that the university forbid the release of student educational records or personally identifiable information contained in those files without the student's written consent except in specified situations.

The university discloses information from a student's educational record only with the student's written consent, except to school officials with a legitimate educational interest in the records. A school official is defined as someone employed by the University or Utah in an administrative, supervisory, academic, research or support staff position; a member of the university's Board of Trustees or the Utah State Board of Regents; or a person employed by or under contract to the university to perform a special task, such as an attorney, auditor or collection agency. A school official has a legitimate educational interest if that official is performing a task that is specified in their position description (or by a contract agreement) or that is related to a student's education or to the discipline of a student. The official may also be providing a service or benefit to the student or student's family, such as health care, counseling, job placement or financial aid.

Any employee violating this policy will be subject to disciplinary action including dismissal.

**Please Note:** Persons with access to student data or DARS may not release student information except to school officials with a legitimate educational interest as defined above. ALL others requesting information must be referred to the Registrar's Office.

OPERATOR CLASS	DESCRIPTION
ADVSRVW	View only access to basic student information commonly used by Academic Advisors Includes: TESTSUWP (Test Summaries), TRANSFER (Test Credits, Education, Education Summary), FRESHMAN (Appointments), BIODEMO (Bio/Demo Data), UUENROLL (Enrollments), VSRVCIND (Service Indicators), UUGRADES (Grades), UUPLAN (Program/Plan), and UUSTATS (Term History) <b>NOTE: If your job does not require all the student information listed above, please request the individual classes below.</b>
APPLDATA	Student's admissions application data, including application progression and program/plan
ATHLETE	Student athlete information, including sport and eligibility
BIODEMO	Student's address, phone, residency, and other personal information
CLSRCH	Search for classes to find capacity, status, and meeting patterns
CLSOFFR	Detailed information about classes offered at the U
CLSSPERM	Class permission numbers for restricted courses offered at the U
COURSES	Detailed information about courses offered at the U, including prerequisites, comments, date added, or deleted
EXTDEGR	Degrees earned by the student at other institutions
HS/COLLG	Student's GPA from high school(s) and other college(s) attended, high school requirements, and completed hours by school
RESIDNCY	Student's residency status
UUDEGR	Student's degrees and honors earned at the U
ROSTER	Listing of students enrolled by class
* SRVCIND	Place and/or release service indicators
STGRPS	Student identifier; i.e., VA, LEAP and HOP (View Only)
* STGRPUPD	Allows access to update specified student groups. List student groups to be updated on page 2 on "other" line
TESTSUWP	Student's ACT, SAT, TOEFL and University writing placement scores
TRANSFER/ OTHR CRDT	Transfer credit information, CLEP, AP and other credit for a student
* UUENRLDP	Departmental access to add/drop classes
UUENROLL	Student's class schedule with meeting pattern, location, and instructor by term
UUGRADES	Student's classes and grades earned by term
UUPLAN	Student's current programs and plans along with registration eligibility by term
* UUPLANCH	Access to the Major/Minor change application on the web and view only access through PeopleSoft
UUSTATS	Student's term and cumulative GPA, earned hours, and statistics including academic standing
VSRVCIND	Student's negative service indicators (holds) and positive service indicators

\* Requires signature on page 1 of Student Systems trainer before access is granted. Contact Clint Hayward at 581-8393.