

**Request for Use of Student Data  
In An IRB Approved Research Project**

Office of the Registrar

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**This request form is for those individuals seeking data from the Office of the Registrar. This request will be filtered through the Office of the Registrar and directed to appropriate offices if applicable (i.e., Institutional Research, Admissions, Student Financial Assistance, etc...).**

**Internal data requests can be made for the purposes listed below.**

***Institutional Evaluation/Assessment:*** Data to compute metrics/performance indicators to support university strategic planning and decision-making, college/departmental planning, and program review.

***Academic Research:*** Academic research is intended for theses, dissertations, publication, conference presentations, or other similar method of distributing results externally. For research data, you will need to submit a copy of your IRB application and protocol. *It is likely that the IRB will ask that you request and receive permission from the Office of the Registrar for the use of the data.*

***Non-Research Related Data:*** Non-Research data is intended for activities such as grant applications, compliance, or items that do not fit into the first two categories.

All requests must be in accordance with FERPA regulations and copies of Institution Review Board for Protection of Human Subjects (IRB) application and/or approval must be attached. However, IRB approval does not overrule University denial of access to data.

Storage of this data, either electronic or paper, must be in a secure location, not shared with a third party and must be destroyed at the conclusion of the project.

**REQUESTOR'S INFORMATION**

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Principal Investigator (must be a K-State Faculty Member or Employee with Research Responsibilities)

Name: \_\_\_\_\_

Department: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Campus Address: \_\_\_\_\_

K-State Email: \_\_\_\_\_

I affirm that the requested student data will only be used to meet the purpose of the study as herein stated, that personally identifiable information of students will not be released to anyone other than those with a legitimate educational interest, and that said personally identifiable information will be destroyed or returned upon conclusion of the study unless extension of such date is requested.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PROJECT INFORMATION

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### Purpose and scope of Project:

### Data Requested:

The researcher must specify the exact fields that will be requested/obtained from academic records. This includes indicating the number of data pulls that are being requested (one time, each semester, for the participant's entire time at K-State) and detailing how data will be obtained (from Registrar's Office, from departmental administrator, etc.).

### Identifiable vs. De-Identified Records

*De-identified student records may not require consent, but de-identification requires more than just removing names or ID numbers. De-identification to FERPA standards requires that all direct and indirect identifiers that could be used in combination to identify an individual be removed; for example, demographic information that creates small cells of individuals must be removed from a data set.*

### Data Storage:

*How and where will the data be stored? What is the retention schedule and access to the data? Data Security Plan?*

Personally identifiable data must generally be destroyed at the conclusion of a project or a written request for extension must be submitted.

**Project/Research End Date:** \_\_\_\_\_

## ADDITIONAL INFORMATION

When a study team member has access to academic records as part of their position at K-State and plans to obtain written consent from participants to use student-level data (class assignments, evaluations, course grades) for research purposes it is highly recommended that you check with the Office of the Registrar to ensure compliance with campus policy.

K-State employees who have access to student academic records as part of their position at the university may NOT provide data to faculty or staff for research purposes. Only the Office of the Registrar has the authority to make those determinations.

If an investigator is able to get approval from the IRB for a study that involves the use of data obtained from academic records - that does not mean that the Office of the Registrar has the obligation or the resources to provide the data.

**DECISION**

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Documentation of IRB Application and/or Approval (*attach* documentation) Protocol: # \_\_\_\_\_

Date request reviewed in the Office of the Registrar:

**Action:**    \_\_\_\_\_ Approved            \_\_\_\_\_ Denied            \_\_\_\_\_ Insufficient Information

**Comments:**

**Registrar/Registrar Designee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The faculty member will be notified via email of the decision.