Request for Student Information

Instructions:
Complete form & submit to
com.osteomedreg@msu.edu

MSUCOM complies fully with the letter & spirit of the Federal Family Educational Rights & Privacy Act (FERPA) which governs access to, & confidentiality of, student records. All data requests are subject to approval & compliance with FERPA & University Policy.

NOTE: If approved, your data request will be filled on a first-come, first-serve basis. Delivery can take up to 2 weeks. More extensive data requests may take longer to fulfill.

Requestor Information: Please PRINT

Name: ___________________________  ○ staff  ○ faculty
Email: ___________________________ Phone Number: (______) _______ - __________

1. Please list in detail the information you are requesting & for what purpose the data will be utilized:


2. Choose all that apply:

☐ Research/Grant  ☐ Course/Event Communication  ☐ Course/Curricular Assessment  ☐ Statistical Purposes
☐ Public/Posting to Web (if so, include web address)  ☐ Other: ___________________________

3. Delivery Options:  ○ E-mail  ○ Hard copy (pick-up)

To: __________________________________________________________

*Information will be released to requestor only.

Signature: ___________________________ Date: ___________________________

Please do not mark below this line. For office use only.

Name of individual who completed this request: ___________________________ Initials: __________

Date information was disseminated: ___________________________

How was information delivered?  ☐ E-mail  ☐ Pick-up

Description of what was disseminated (web address if posted)
___________________________________________________________________________

___________________________________________________________________________

Last updated March 18, 2021