

# Administrative Systems Access Request: Electronic Academic Records System (EARS)

## Instructions:

- *This form will be used to record signatures for authorization for the administrative systems outlined above. If you have any questions about the need for this access, please see the person who forwarded you this form. For general information, contact Data Management at reptreq@u.*
- *Please read the statements appearing on the front and back of this form. Recognize that the user has agreed to them by forwarding this request to you, and follow the forwarding instructions that pertain below.*
- *When finished, please sign and forward form to Data Management, Box 355850, FAX: 206-685-3660*
- *Except in unusual cases, forms with fewer than three signatures will be rejected. College/Departmental procedures may require more rigorous approvals. Forward a copy of this request to others that you feel should be aware that this access exists.*

## Signatures Required for Access:

I certify that I, the requesting user, need this access in order to perform my job. I recognize that all data is protected by the Family Educational Rights and Privacy Act of 1974 and will not be transmitted to third parties without written consent of the student(s) involved. I will not allow other people to use my account and I will keep my password private. See also additional FERPA notifications on reverse.

Requesting User (please print)	UWnetID	Phone	Signature
		Preferred email address	

Contact Person (please print)	UWnetID	Phone	Signature
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*The contact person assumes the responsibility of notifying Data Management (reptreq@u) and Computing & Communications Information (adminapp@u) immediately if the user leaves the department or his/her job duties no longer require access.*

Dean/Director/Chair (please print)	UWnetID	Signature
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Registrar Use Only (sign to approve account)

University of Washington -- Office of the Data Management  
BOX 355850

**AUTHORIZATION FOR ACCESS TO EDUCATIONAL RECORDS (EARS)**

Electronic Academic Records System (hereafter "EARS") contains confidential student information on all University students. You are being given access to EARS to provide your department with information pertaining to students associated with your department. Because the system is unable to restrict your access, you must agree to access only those students.

Student education records must be safeguarded according to the Family Educational Rights and Privacy Act (FERPA). Personally identifiable information from a student's education record may not be released to a third party. Directory Information may be released unless the student has restricted access. Directory information is defined as name, address, telephone number, email address, major field of studies, dates of attendance, full- or part-time enrollment status, most recent previous educational institution attended, degrees and awards received, as well as notices of awards or academic honors to home or town newspapers. For athletes, this also includes date of birth, weight and height. Please refer any questions regarding FERPA to the Assistant Registrar for Records in the Office of the Registrar at 206-543-3290.

Computers storing extracted student data must be protected with the same safeguards as the primary student database, and only authorized University employees with a "need-to-know" may have access. Unauthorized access to confidential electronic student records must be prevented.

Please briefly answer the following questions. Attach additional sheets if convenient or required.

- (1) Do you provide academic advising to students?
- (2) There are a variety of information resources available on campus, some of which might better match your needs than EARS. Therefore, please describe the kinds of questions you seek to answer by using EARS. How often do you expect to access EARS?

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