

Request for Computer Access to Student Records in Banner and WebFocus

Please sign and date the bottom of this form and return to the Office of the Registrar.

Full Name: _____ Position _____
Email _____ Department _____
Phone _____ Banner ID _____
Approved by supervisor:
Immediate Supervisor Signature _____ Date _____
(required)
Position Description (required)

Confidentiality Statement

Along with the right to access student records at Ohio Northern University comes the responsibility to maintain the rights of student particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). The university catalog states the policy regarding student records at ONU. Student records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality. Under the terms of FERPA, ONU has established the following as directory information: student's name, local address/telephone number, permanent address/telephone number, email address, date and place of birth, hometown, degrees and awards received and dates, dates of attendance (current and past), full or part-time enrollment status, participation in officially recognized activities, participation in officially recognized sports, weight/height of member of athletic teams, most recently attended educational institution, major field of study, academic levels, residency status, and photographs. All other information may not be released without written consent of the student. Grades, G.P.A., social security numbers, ethnicity, and student schedules should not be released to anyone other than the student under discussion and not over the phone.

I have read the above and agree to maintain the confidentiality of student records.

Employee Signature _____ Date _____

OFFICE USE ONLY

Notes: