

**OFFICE OF THE REGISTRAR  
REQUEST FOR ACCESS TO EDUCATIONAL RECORDS FOR RESEARCH**

A student may be permitted access to educational records for research purposes (according to procedures established by the Registrar's Office) if the student agrees to protect the confidentiality of the information received and agrees to design the report so that it does not identify the students on whom the data was collected. [See Davidson College's Family Educational Rights and Privacy Act \(FERPA\) notice for information on what is considered directory information and what is protected.](#) Davidson College also adheres to the rights for individuals in the European Economic Area under the [General Data Protection Regulation \(GDPR\)](#).

The student researcher must also either:

1. Obtain written consent from the students whose records are to be examined; **OR**,
2. Secure written authorization, as indicated below, that the information to be gathered is for a "legitimate educational interest" and the student is acting as a "school official" for this project only.

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TO BE FILLED OUT BY THE STUDENT REQUESTING ACCESS TO RECORDS

Describe the purpose of the research (How will you use this information?)

List the type of data needed (e.g. gender, ACT score, etc.)

Describe the group to which the needed data is limited (e.g. students with GPA of 3.00 or above, etc.)

\_\_\_\_\_  
Signature (I agree to protect the confidentiality of the data gathered)

\_\_\_\_\_  
Date

Approval to examine student records without students' consent (if applicable).

\_\_\_\_\_  
Instructor (I approve of the project described above).

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair (I agree) that the project is of legitimate educational interest.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Registrar (I agree) that the project is of legitimate educational interest.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President for Academic Affairs  
(I concur with the above and approve the researcher as an acting school official for this project only).

\_\_\_\_\_  
Date

\*\*\*\*\*  
Federal law provides that the definition of "school official" is left up to each institution. For the purposes of this authorization, we have defined the term as a person approved, at the level of Dean or higher, to act as a school official for only the project described above. "Legitimate educational interest" (for the purpose of this authorization only) means that the research in some way may help the university improve its policies or programs; i.e. it would have been done by an appropriate employee had resources permitted.