



Office of the Registrar
George Eastman Building – Room 1202
Information: 5-2821
Fax: 5-7005, Transcript Fax 5-7540

Regular Office Hours: M-R 8:30 am – 5:00 pm
F 8:30 am – 4:30 pm
Summer Office Hours: M-F 8:30 am – 4:30 pm

Registrar Office Reports Electronic Data Guideline Form

Due to increased security concerns, the Registrar’s Office requires all requestors of data to read and initial all of the items listed below prior to receiving data requests. This is to ensure all recipients of data follow strict guidelines related to the handing, storage, and disposal of student information.

Please read and initial each item below

Table with 2 columns: Statement and Initial. Contains 9 numbered statements regarding FERPA, data transfer, and student information.

I have read and fully understand the statements above and will comply with the data guidelines.

Department _____ Email _____ Phone _____

Print Name _____ Sign _____