**Record Level Data Request**

Requests for record level data are to be submitted to the Office of Planning and Analysis (OPA) and will require a *statement of intent* that includes a declaration of:

* Reason for the data request and how the data are to be used or deployed?
* What is the target population/what are the parameters for the data (i.e., undergraduate/graduate students, time period, certain majors)
* What data fields would you like to see in the file (e.g., major, student ID, E-mail)?
* Who will have access to the data?
* Where and how will the data be stored?
* Procedure for deleting the data once the project is complete?

OPA will review and send to the appropriate data custodian for approval. Once the statement of intent has been approved by the appropriate data owner(s), data will be delivered via the University Drop Box.

Statement of Data Intent Form (submit one form per data request)

The Office of Planning and Analysis (OPA) will not release data that can identify a student or employee without the expressed approval from the university divisional owner of such data. In addition, the requestor and those accessing the data may be required to have FERPA training and/or Institutional Review Board approval (IRB). Record level data includes identification codes, names, addresses, emails, telephone numbers, demographic status, academic standing, academic test scores, employment status and aggregate data in which cells counts are low enough to make it possible to identify a person. **Please allow up to 2 weeks for processing.**

Please complete the questions below (use additional pages as needed) *and send to the Office of Planning and Analysis at email* [*OPA@wichita.edu*](mailto:OPA@wichita.edu)

WSU ID: Name (print):

Title: Organization or unit:

Email: Phone:

If this request is on behalf of a WSU recognized student organization, attach your approval from Student Engagement, Advocacy, & Leadership (SEAL). If you have not yet secured approval, send your request to SEAL at [SEAL@wichita.edu](mailto:SEAL@wichita.edu). If Student Involvement approves of your request, return to completing the questions below including your approval from SEAL.

1. Reason for the data request and how the data are to be used or deployed.
2. What is the target population/what are the parameters for the data (i.e., undergraduate/graduate students, time period, certain majors). Please be specific in terms of what parameters are needed.
3. What data fields would you like to see in the file (e.g., major, student ID, E-mail)?
4. Who will have access (including viewing) to the data? Include WSU ID (if applicable), name, title, and status (faculty/staff/student/non WSU affiliated).
5. If applicable, will the list/data be shared with any member of a student group or organization?
6. Where and how will the data be stored?
7. Describe the procedure to destroy the data once complete.