

## Demographic Block

Please complete this form to request data from the Division of Student Affairs.

Only those UGA Student Affairs employees that need the data to perform their job duties or mission, or UGA faculty members or students conducting research related to student affairs, will receive access to the data.

### Provide your demographic information.

Name	<input type="text"/>
Position/Role	<input type="text"/>
UGA MyID	<input type="text"/>
Campus Phone	<input type="text"/>
Today's Date (mm/dd/yyyy)	<input type="text"/>

### Indicate your affiliation with UGA Student Affairs.

*If you are not affiliated with UGA Student Affairs or your department does not appear, please select "Other" at the bottom of the list.*

### What is your affiliation or department?

**Indicate the service(s) you are requesting. Choose all that apply.**

Data for a population of students (e.g. first-year students, students enrolled in a particular college)

Matching student roster or other student list with student information

Student sample for assessment or research purposes

Other (describe)

**Is the purpose of this data request to communicate with newly admitted, but not yet enrolled, students?**

No

Yes

**If the purpose of the requested data is to communicate with newly admitted, but not yet enrolled, students, please send text or collateral materials to Charlie Carabello (ccarabel@uga.edu) in the Office of Admissions and copy [ebciar@uga.edu](mailto:ebciar@uga.edu) on the email.**

**Data Request****Requested sample size****What information will you provide to Student Affairs for matching purposes? Check all that apply.**

NOTE:

- Student ID numbers are required if your request involves matching a list of students' information contained in the Student Affairs data block.
- Matching information must be submitted as an Excel file via [SendFiles](#) (UGA's Encrypted File Service) to "ebciar@uga.edu".

Student Name

Student ID Number (required)

Other (describe)

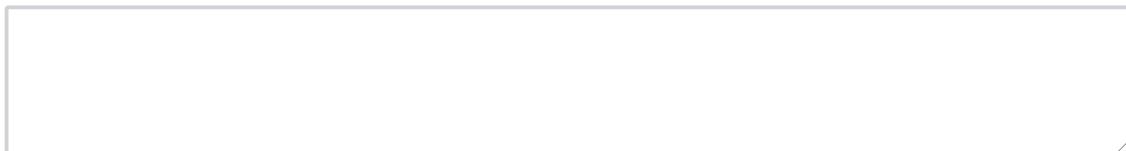
### **Data Request Parameters**

1. The Division of Student Affairs requires a minimum of seven business days to complete data requests.
2. Only those UGA Student Affairs employees that need the data to perform their job duties or mission, or UGA faculty members or students conducting research related to student affairs will receive access to data.
3. The Division of Student Affairs will not fulfill requests until all individuals who may have access to the requested data have confirmed that they will comply with the Student Affairs Data Block Access Policy. Any individuals listed as potentially having access to the data will receive an email from the Division of Student Affairs asking for confirmation of compliance.
4. Students who have placed restrictions on their personal information will not be included in your report.
5. Updated data for each semester is available approximately three weeks after the beginning of the semester. The Division of Student Affairs will confirm with you that the data you request is available for the semester you are seeking. We cannot, for example, provide you with currently enrolled data for the Spring 2019 semester in December 2018. The data we provide for you three weeks into the spring semester will reflect the demographics of students enrolled for spring semester, but their grades will be current as of the completion of fall 2018 semester.
6. Please consult with others in your department and consolidate your data requests as much as possible.

### **Data Request**

**Provide an overview of the basic parameters of your data request. Some examples include:**

- Email addresses for all new first-year and transfer students on the Athens campus in Spring 2019
- Email addresses for all fourth-year students self-identifying as Hispanic/LatinX
- Broad demographics (gender, race/ethnicity, class year, etc.) for a list of students you will be providing to the Division of Student Affairs



**What information do you need to be included in your dataset? Check all that apply.**

*NOTE: The Division of Student Affairs reserves the right to limit fields based on the stated purpose of the data request and an assessment of the educational or business need to know.*

### **Demographics**

- Student Name
- Gender
- Ethnicity
- Race
- Age
- Veteran Status
- Citizenship
- First Generation Status

### **Contact Information**

- Local Address
- Permanent Address
- Phone
- UGA Email Address

### **Academic Performance**

- GPA
- Honors Program Membership

Probation Status

Hours Enrolled for Current Semester

Total UGA Hours Earned

Cumulative Hours Earned

### Academic Details

Class Level (first year, second year, etc.)

Program Level (undergraduate or graduate)

Matriculation Term (term student first enrolled at UGA)

School Code (e.g. Franklin, Terry, Grady)

Major

Expected Graduation Term

Graduation Indicator

Last Date Enrolled

Previous Institution(s)

Other (describe)

### Provide a description of the intended use of this data.

### Provide the following details regarding this data request.

Date data is needed (mm/dd/yy)

***\*\*The Division of Student Affairs requires a minimum of seven (7) business days to complete data requests\*\****

Academic term(s) for which you are seeking data  
(e.g., Spring 2018)

Names and email addresses of any other individuals who may have access to the requested data

Have you previously provided proof of [UGA Employee FERPA Certification](#) for this academic year (2019-20)?

No

Yes

**Please provide proof of UGA Employee FERPA Certification.**

After logging into the Employee Certification section of the FERPA website, and verifying that current certification is complete, click on the "View Results" link. Take a screen shot or save the results page and upload the screenshot using the browse box below.

**Please indicate your compliance with the following statement.**

"I attest that I will adhere to the Student Affairs Data Block Access Policy, am current on FERPA compliance requirements, will not share confidential data, and will not use data for any purpose other than those expressed in this form."

Yes

No

**Please provide the following information for your supervisor.**

*Data access requires approval from your direct supervisor. The Division of Student Affairs will contact your supervisor upon receipt of your request and will process the request upon supervisor approval.*

Supervisor Name

Supervisor Email

Supervisor Phone

If [IRB](#) approval is needed for your data request, please upload your IRB documents here.

**Submit Survey**

**Would you like to submit this service request to the Division of Student Affairs?**

Yes

No

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