Data Request FERPA Flowchart

Do the requested records include identifiable non-directory and/or other personally identifiable information?

NO

FERPA does not require consent to share this information; however, policies regarding small cell sizes are applicable even with de-identified data. Institutional/departmental policies regarding confidential/sensitive information may also apply. Please fill out a data request @ https://sisr.ucdavis.edu/secure/advising/index.cfm stating the data requested and the purpose of the data request.

YES

Is the personally identifiable information limited to directory information?

NO

Are you a Campus Official (as defined in PPM 320-21 II.A.) requesting information for use to perform your official duties as defined in PPM 320-21 IV.B.3?

NO

The requested non-directory data cannot be released.

Please note that if you are a Campus Official doing publishable research, you will need to go through the IRB process. Student data can only be published if it is de-identified and/or you have written permission from each student whose records your are requesting for access to the record and permission to share in your published research.

YES

Please fill out a data request @ https://sis.ucdavis.edu/dataRequest/ stating the data requested and the purpose of the data request

Are you a Campus Official (as defined in PPM 320-21 II.A.) requesting information for use to perform your official duties as defined in PPM 320-21 IV.B.3?

NO

Please make a public records request @ https://campuscounsel.ucdavis.edu/public-records/index.html

YES

Please fill out a data request @ https://sis.ucdavis.edu/dataRequest/ stating the data requested and the purpose of the data request

Please note that if you are doing research, you will need to go through the UC Davis IRB process.

August 17, 2018