

**Required Information for Requests to Access and Use
Student Data for Research Purposes**

**Office of Institutional Research and Planning and Office of the Registrar
Last Revised August 2024**

A. Please provide responses to the questions below:

1. How is the data going to be collected?
2. Is the proposer requesting that IRP provide the data and, if so, what is the general timeframe within which it is needed.
3. The reason (briefly) for requesting the data, which would include how the data is going to be used.
4. State whether the data requested is to be de-identified and explain if student names and GTIDs are to be included.
5. List the data elements to be included and be prepared to explain why each one is needed for the research.
6. State how the data will be handled and by whom.
7. State how the data will be stored while in use.
8. State how the data will be destroyed when the research is over.
9. Confirm that the data will not be shared with anyone else, internally or externally.
10. Confirm that if the results are to be published, proper care is taken to de-identify the data. The identification process should be conducted by someone other than by the proposer.

B. Please note that when the request also includes information about Pell recipient status the following certification signature is required.

In requesting this information related to Pell recipient status for any financial aid award year, I recognize the additional levels of security regarding data related to the FAFSA and other financial aid documents. Although Pell recipient status is FERPA protected, I acknowledge that any questions related to Federal Title IV aid or other types of financial aid and scholarships may be protected beyond FERPA requirements and require a higher level of responsibility in handling this data. I certify that all necessary precautions will be followed to ensure that only those with legitimate, internal educational interest will have access to the data.

Signature: _____

Print Name: _____

Date: _____

Affiliation (office or department): _____

C. Primary points of contact related to requests to access and use student data.

Reta Pikowsky, Associate Vice Provost and Registrar is the student data steward on campus.

reta.pikowsky@registrar.gatech.edu

Mark Gravitt, Associate Registrar, is the back-up student data steward on campus.

mark.gravitt@registrar.gatech.edu

Jason Wang, Senior Director, Institutional Research and Planning, is the liaison with the Registrar's Office regarding access to and use of student data in research.

Jason.wang@irp.gatech.edu

Katie Conrad, Executive Director, Office of Scholarships and Financial Aid is the student financial aid data steward. Any request for data that involves any aspect of financial aid must be cleared by her. *The statement above is limited to Pell recipient status only.*

katie.conrad@finaid.gatech.edu