

University of South Carolina Upstate
Request for Access to the
Student Information System

Employee's Name: _____

Social Security Number: _____

ISPR account (if assigned): _____

Access is related to job duties. List current job title, department and responsibilities:

Supervisor's Name: _____

Request is for the following

Faculty set of screens

Administrative support staff screens

Additional screens:

The Federal Rights and Privacy Act of 1974 (FERPA) and university policy restrict the release of student information. Student information accessed through IMS screens or printouts is available only to university faculty and staff when required for the performance of their duties. Users must have a legitimate educational interest. Federal law prohibits release to any other individual without the written consent of the student.

Failure to follow all guidelines will results in denial of access. Please contact the registrar for any questions related to FERPA.

I have read the above policy and agree to abide by all provisions.

Employee's Signature

Date

Supervisor's Signature

Date

Registrar Approval:

Date

Sent to USC: _____

Account Number: _____

Password: _____

Notified User: _____