

**Virginia Polytechnic Institute and State University
Office of Undergraduate Advising
Request for Access to Student Records through the
Banner Document Management System**

(Please mail completed form to the Office of Undergraduate Advising at MC0154)

Name: _____ Employee Identification Number: _____

Employee PID: _____ Do you have a BANNER Oracle ID? Yes No

Department Name: _____ Office Phone Number: _____

Department Number: _____

I. Access Privileges: please indicate which level of access is being requested.

Scanning privileges only

Request to access the following major(s): please list major designations individually

OR

Request to access all majors for a college: _____

II. FERPA Compliance

Security of Data: Student Records are protected under the Family Educational Rights and Privacy Act of 1974. Students may not view their records without appropriate identification (university i.d. or driver's license). University officials with a legitimate educational interest may view student records. University officials may not release student record data without written permission of the student.

Certification: You will be required to review the University's policy of release of student information during the training session. I certify that I understand my responsibilities as an authorized user of the *Banner Document Management System*.

Training Required: Yes No Signature _____
(Person needing access)

Approved: _____ Date: _____
College BDM Administrator (SIGNATURE)

**(Please mail completed form to the Office of Undergraduate Advising at MC0154.)
Direct all questions to Chenaye` Blankenship at chenayeb@vt.edu or 231-8440.**

Office of Undergraduate Advising Use Only

Approved and Processed:	Date: