



**Request for Access to Student Academic Records**  
*Banner/AIR/CyberFriar*

**Part 1: Please Print**

Check One:  Staff Access  
 Faculty Access  
 Student Worker/Grad Asst. Access

Employee Name: \_\_\_\_\_  
Last First Middle Initial

Banner ID Number: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Department: \_\_\_\_\_ Position: \_\_\_\_\_

Access Requested: \_\_\_\_\_

Same Access As (Name and Username): \_\_\_\_\_

Reason for Request: \_\_\_\_\_  
\_\_\_\_\_

---

**Immediate Supervisor's Signature**

**Date**

**Part 2: FERPA (Confidentiality Statement)**

Along with the right to access student educational records at Providence College, comes the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality. You must access only that information needed to complete your assigned or authorized task. Under the terms of FERPA, Providence College has established the following as directory information: Student's Name, Local Address/Telephone Number, Home Address/Telephone Number, Email Address, Date and Place of Birth, Major Field of Study, Class Year, Participation in Officially Recognized Sports, Height/Weight of Members of Athletic Teams, Full or Part time Enrollment status, Dates of Attendance, Degrees and Awards Received, and Previous Educational Institutions Attended. All other information (e.g., Grades, Social Security Numbers, Gender, Ethnicity, and Student Schedule) is confidential and may not be discussed with or released to anyone without the written consent of the student.

*I have read the above and agree to maintain the confidentiality of student records.*

---

**Employee Signature**

**Date**