FERPA-Covered University of Mississippi Records Release for Research

Purpose:
Obtaining UM student records for research in compliance with FERPA

Background:
Data from UM student records are commonly requested in human subject research that is reviewed and approved by the Institutional Review Board (IRB). The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. This policy provides a standardized, legal procedure for obtaining student records and for retention of documented releases for FERPA-protected data.

Authorization for Release of Records:
- A signed release on paper is required in order for investigators to obtain student records from the Registrar. The release must specify exactly what student information is to be released and which investigators will have access. Undergraduate experimenters cannot have access to identified student records.

Records retention:
- The investigator must retain a copy of the signed release for 7 years (scanned / electronic copies are acceptable).

Requesting Student Data from Registrar – Required Items:
1. Excel spreadsheet containing student ID numbers and student names – as they appear on their records. Columns must be: ID #, Last Name, First Name, Middle Initial or Middle Name.
2. For each subject, an electronic copy of the signed, IRB-approved Authorization form (see model below)
3. List of specific data requested

Email all three items to: registrar@olemiss.edu with the Subject Heading “Request for Release of Student Records for IRB-Approved Research”
Model Release Authorization

INSTRUCTIONS TO RESEARCHER:
1. Alter only the information specific to your study [italicized and in brackets]
2. Append this to the consent form as a separate page (so you can scan it electronically)

Authorization to Release FERPA-Protected Student Records to Researchers

[Title of Project]
Investigators who will have access to identified student records: [List Names; No undergraduate experimenters permitted]

I understand that, by signing this release, I am giving University researchers access to the FERPA-protected academic records listed below.

I consent to have only the following UM [and high school] academic records released from the University Registrar to the investigators listed above:

[EXAMPLES:]
- [Current overall UM GPA]
- [UM GPA for this semester only]
- [High school GPA ]
- [Standardized test scores (ACT/SAT)]

The Researchers:
- May use the information only for purposes of the approved research project. Any new use of the information requires new approval from the participant.
- Must provide adequate protection for the information to ensure that it is not compromised or subject to unauthorized access.
- Ensure that no one outside the research team has access to the information.

This authorization expires on: ___________________________(Date)

__________________________________  ___________________________
Participant's Signature   Date   Full Name (as on ID Card) – Printed

__________________________________
Student ID Number

I understand that (1) I have the right not to consent to the release of my education records, (2) I have the right to inspect any written records released pursuant to this Consent, and (3) I have the right to revoke this Consent at any time by delivering a written or emailed revocation to the investigator & copied to the IRB office (irb@olemiss.edu).

This information is released subject to the confidentiality provisions of appropriate state and federal laws and regulations which prohibit any further disclosure of this information without the specific written consent of the person to whom it pertains, or as otherwise permitted by such regulations.