

ILLINOIS STATE UNIVERSITY
REQUEST FOR STUDENT DATA FOR REGISTERED STUDENT ORGANIZATIONS

(Must be submitted with RSO Recruitment Email Template to be considered a complete request.)

PART I**(Failure to obtain approval will delay processing)**

Organization name _____ Person making request _____

Date of request _____ (Local) phone number _____

Date to send e-mail or mailing _____ E-mail _____

(Standard requests take up to 5 working days to complete.)

Purpose: _____

(Please be specific and attach correspondence being sent if available)

The undersigned acknowledges reading and understanding the [Confidentiality of Student Records](#) as found in the current university catalog.

Approved by: _____

Faculty Advisor

Date

PART II**Population needed (check only items that apply):**[] Please specify [academic major\(s\)](#) needed: _____**NOTE:** The *Second Major* and the *First and Second Minors* are not selected unless specified.[] **Class Standing:**

- Freshman
- Sophomore
- Junior Doctoral
- Senior
- Masters
- Doctoral

[] **Racial/Ethnic Group(s):**

- American Indian-Alaskan Native
- Asian or Pacific Islander
- Black Non-Hispanic
- Hispanic
- White Non-Hispanic

[] **GPA (min):** _____[] **Gender:** __ Male __ Female**PART III****Output needed (be complete):**

[] Labels (for mailing; sorted by mail code)

Address (If local address is not available, home will be provided):

- Local
- Home

[] Excel file (for e-mail)

If you have any questions contact:

Erin Pearce
erinpearce@ilstu.edu
(309) 438-2151
Fax #: (309) 438-5593

Return form to:

Dean of Students Office - SOSI
387 Student Services Building
Campus Box 2700

NOTE: You will be contacted when your request has been completed.

FOR OFFICE USE ONLY:

[] Date rec'd [] Date send to Registrar [] Date rec'd from Registrar [] Date sent

Major Listing

Accountancy	Historical Archaeology	Student-At-Large
Accountancy BS/MPA	History	Technology
Accounting	History	Technology Education
Agribusiness	Hydrogeology	Technology/Project Mgt
Agriculture	Industrial Technology	Technology/Train & Develo
Alt Secondary Certificate	Information Systems	Telecommunications Mgmt
Anthropology	Instruction Tech & Design	Theatre
Applied Economics	Insurance	Unclassified
Art	Interdisciplinary Studies	University Studies
Arts Technology	International Business	Womens Studies
Athletic Training	Journalism	Writing
Bachelor of Fine Arts-Art	Kinesiology & Recreation	
Bachelor of Music	Management	
Bachelor of Music Educ	Marketing	
Bachelor of Social Work	Mass Communication	
Biochem/Molecular Biology	Master Fine Arts/Theatre	
Biological Sciences	Master of Business Admin	
Business Administration	Master of Fine Arts	
Business Information Syst	Master of Music Education	
Business Teacher Edu	Mathematics	
Chemistry	Mathematics Education	
Clinical Laboratory Sci	Middle Level Teacher Edu	
Clinical-Counseling Psych	Music	
Communication	Music Education (bme)	
Communication Studies	Music-Liberal Arts BA/Bs	
Computer Science	Nursing (bsn)	
Criminal Justice Sciences	Nursing (msn)	
Curriculum & Instruction	Nursing/Family Nurse Prac	
Director of Special Educ	Nursing/Nurse Educator	
Doctor of Audiology	Philosophy	
Early Childhood Education	Physical Education	
Economics	Physics	
Ed Admin/Csbo Endorsement	Political Science	
Ed Admin/General Admin	Political Science	
Ed Admin/Superindt Endor	Psychology	
Educational Admin	Public Relations	
Elementary Education	Reading	
Eng/Tch Wrtg High/Mid Sch	Recreation & Park Admin.	
English	Safety	
English Studies	School Psychology	
Environmental Health	Sed/Lbs 2 Behav Inter Spc	
Exercise Science	Sed/Lbs 2 Curr Adapt Spc	
Family & Consumer Science	Sed/Lbs 2 Multi Disab Spc	
Finance	Sed/Lbs 2 Technology Spc	
Foreign Languages	Sed/Lbs 2 Transition Spc	
French	Soa/Social Aspects Aging	
General Student	Social Sciences Education	
Geography	Social Work	
Geology	Sociology	
German	Spanish	
Health Education	Special Education	
Health Information Mgmt	Speech Path & Audiology	

Confidentiality of Student Records

In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, Illinois State University students have the right to review, inspect and challenge the accuracy of information kept in a cumulative file by the institution unless the student waives this right in writing. It also insures that records cannot be released in other than emergency situations without the written consent of the student except in the following situations:

1. to officials of other schools or school systems in which the student intends to enroll, upon condition that the student be notified of the transfer, receives a copy of the record if desired, and has an opportunity for a hearing to challenge the content of the record;
2. to authorized representatives of 1) the Comptroller General of the United States, 2) the Secretary of the Department of Education, 3) an administrative head of any educational agency, or 4) State educational authorities;
3. parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954 (the student will be notified of any such request by university personnel contacting the student and/ or by sending a letter to local and home address);
4. organization conducting studies for, or on behalf of educational agencies or institutions, provided the study is conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization and that the information is destroyed when no longer needed for the purposes for which the study was conducted;
5. accrediting organizations to carry out their accrediting functions;
6. to comply with a judicial order or lawfully issued subpoena;
7. to other school officials, including faculty within the educational institution or local educational agency who have legitimate educational interests;
8. in connection with the student's application for, and receipt of, financial aid;
9. where the information is classified as directory information. The following categories of information have been designated by the University as directory information: name, address (local, home, electronic mail), telephone number, date and place of birth, major field of study, class, Honors program participant, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance and course load status, candidacy for degree, degrees (including date awarded) and awards received, and the most recent previous educational agency or institution attended by the student. If you do not wish such information released without your consent, you should notify the Student Service and Referral Center, Moulton Hall 107, Campus Box 2202, prior to the first day of classes;
10. disclosure to appropriate persons is in connection with an emergency, and the information is necessary to protect the health and safety of the student or other persons;
11. disclosure of the final results of a disciplinary proceeding conducted by the University is to an alleged victim of any crime of violence as that term is defined in Section 16 of Title 18, United States Code, or a non-forceful sex offense. This information shall contain only the name of the student, the violation committed, and any sanction imposed by the University on that student. The name of any other student (such as a victim or witness) will only be released with the written consent of that other student.