

**Requests for Student Data
Institutional Review Board, Office of the Registrar, Institutional Research &
Enterprise Data Management**

These procedures are intended to ensure that requests for FERPA-protected student data are reviewed and approved appropriately and that the source of the data is clear. The roles of the proposer, the Institutional Review Board, the Office of the Registrar, Institutional Research and Enterprise Data Management are outlined below.

1. The proposer contacts the Institutional Review Board for approval to conduct the research.
 - a. The Review Board asks the proposer to contact the Registrar to receive permission to receive the student data or to use the student data they already have. All those listed in item 3 below should be copied on the message to the Registrar.
 - b. The Registrar reviews and approves the request (or denies the request with explanation) copies the individuals listed below in item 3 in the email response.
 - c. If data is needed from IRP, the proposer requests it once the project has approval by the IRB. Communication is always to those listed in item 3 below.
2. The proposer must include the following information in the request:
 - a. How is the data going to be collected? Is the proposer requesting that IRP provide the data and, if so, what is the general timeframe within which it is needed?
 - b. The reason (briefly) for requesting the data, which would include how the data is going to be used.
 - c. State whether the data requested is to be de-identified and explain if student names and GTIDs are to be included.
 - d. List the data elements to be included and be prepared to explain why each one is needed for the research.
 - e. State how the data will be handled and by whom.
 - f. State how the data will be stored while in use.
 - g. State how the data will be destroyed when the research is over.
 - h. Confirm that the data will not be shared with anyone else, internally or externally.
 - i. Confirm that if the results are to be published, proper care is taken to de-identify the data. The identification process should be conducted by someone other than by the proposer.
3. The contacts for Registrar and Institutional Research and Planning are:
 - a. Reta Pikowsky, reta.pikowsky@registrar.gatech.edu
 - b. Mark Gravitt, mark.gravitt@registrar.gatech.edu
 - c. Jason Wang, jason.wang@irp.gatech.edu
 - d. Sandra Kinney, sandra.kinney@irp.gatech.edu
 - e. Kelly Winn, irb@gatech.edu