



OFFICE OF THE REGISTRAR
VOICE: 594-7155
FAX: 594-7711

REQUEST for STUDENT DATA

Student information is subject to the Family Education Rights and Privacy Act of 1974 (FERPA), the Virginia Privacy Protection Act, and the policies of Christopher Newport University. Acceptance of the requested data binds you to the policies and restrictions detailed in the above noted laws.

DATE: _____ DEPARTMENT/OFFICE: _____

REQUESTOR NAME: _____
(Please Print)

CNU PHONE NUMBER: _____ CNU EMAIL ADDRESS: _____

DESCRIPTION OF INFORMATION NEEDED:

Note: Data will be sent electronically to the CNU email address provided above.

DESIRED COMPLETION DATE: (Please do not indicate ASAP.) _____
Please allow at least one week (five business days for processing.)

PURPOSE OF REQUEST and USE OF DATA: _____

**** SECURITY OF DATA AND CONFIDENTIALITY NOTICE: Student Records are protected under the Family Educational Rights and Privacy Act of 1974. Students may not view their records or receive their academic information without appropriate identification (University ID or driver's license). University officials with a legitimate educational interest may view student records and/or student data; however, data may not be released without the specific, written consent of the student or the Office of the Registrar. University officials may not release student record data without written permission of the student. The data requested may be private and confidential. The information requested may be privileged and is intended only for the use of the named addressee(s) for the specific purpose described above. Any unauthorized disclosure, copying, distribution or the taking of any action in reliance on the contents of this requested information is strictly prohibited. If you have questions or concerns about this request or the receipt of this data, please contact the Office of the Registrar at 757-594-7155. ****

Signature of Requestor: _____ Date: _____

Signature of Dept Chair/Director/Dean: _____ Date: _____

OFFICE OF THE REGISTRAR USE ONLY

Date Completed/Notified: _____ Processed by: _____

Processing Notes: _____
