

**Student Organization Data Request**

WU acknowledges that students may have the need for information maintained in the Student Information System (SIS). The Office of the University Registrar will make every attempt to be responsive to such student requests, with the understanding that the privacy of an individual student and the confidentiality of student records is of primary concern and will not be compromised. The policy guidelines printed on the back of this form have been developed jointly by the Offices of the Vice Chancellor for Student Affairs, the Student Affairs Program Directors, and the University Registrar.

Student Organization: \_\_\_\_\_

Requestor's name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Campus Box: \_\_\_\_\_

Organization's advisor: \_\_\_\_\_ Phone: \_\_\_\_\_

What is the purpose of your request?

---

---

---

---

---

If this request is for addresses, what is your target population for this mailing?

---

---

---

---

---

**You must attach a sample of what is to be sent in this mailing to this form.**

- Preferred sort order:  alphabetical by student last name  
 zip code  
 campus box number  
 residence hall building/room number  
 other: \_\_\_\_\_

Date Needed: \_\_\_\_\_ (please allow **1 week minimum**)

- Delivery:  Pick-up  
 Campus Mail  
 Other: \_\_\_\_\_

**Submit your request to the appropriate office as indicated on the back of this form.****Request approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_**Thank you. You will be notified when your job is ready.**\*\*\*\*\*  
OUR Use only

Received: \_\_\_\_\_ Completed: \_\_\_\_\_ Job Name: \_\_\_\_\_

## Washington University Policy on Student Requests for SIS Data

WU acknowledges that students, either individually or collectively, may have the need for information maintained in the Student Information System (SIS). The Office of the University Registrar will make every attempt to be responsive to such student requests, with the understanding that the privacy of an individual student or the confidentiality of student records is of primary concern and will not be compromised. We will also assist students in making timely and responsible decisions regarding the appropriate use of the requested information.

These policy guidelines have been developed jointly by the Offices of the Vice Chancellor for Student Affairs, the Student Affairs Program Directors, and the University Registrar to support student requests for SIS data.

**1. All student organization requests must obtain approval from the following individuals before being submitted to the Office of the University Registrar for processing:**

- **Leslie Heusted, Executive Director of Campus Life, for requests from Student Union groups, fraternities and sororities, *Student Life*, and associated groups or committees**
- **Rob Wild, Associate Vice Chancellor, for requests from Congress of the South 40 and other residential-based student groups; also all requests for individual room assignments**
- **Justin Carroll, Associate Vice Chancellor & Dean of Students, for requests from campus ministry organizations and student businesses**
- **Katharine Pei, Director of the First Year Center, for anything going to new students prior to their arrival on campus**

2. Classroom assignments and related projects must include written approval from the course instructor.

3. Requests for addresses must include a description of the project and a sample of the mailing.

4. Requests must be received a minimum of one week before the information is needed.