

## Request for Permission to Access Student Information Dashboard 2 Data

Permissions to access the Student Dashboard are only granted by Admissions and Records. Users must have completed FERPA training and be a permanent employee.

Student Summary  
 Academic Status ☐ 1-11, 20-23, 26  
 Personal Information 12-13  
 Student Schedule 14  
 Unofficial Transcript 15-16  
 Active Registration ☐ 17  
 Registration History 25  
 Placement Tests ☐ 18  
 Holds 19  
 International Status 24  
 Disability Status ☐ 27-28  
 Accounts 29-30  
 EOPS ☐ 31  
 Workstudy 32  
 Change Major ☐ 33  
 ID Cards 34  
 Clipper Cards 35

☐ Indicates Campus Specific

<input type="checkbox"/> Allow Student Search (Master Switch) – Student Summary
<input type="checkbox"/> 1. Residency
<input type="checkbox"/> 2. Citizenship
<input type="checkbox"/> 3. Student Type
<input type="checkbox"/> 4. Student Program Type
<input type="checkbox"/> 5. Student Level
<input type="checkbox"/> 6. Student Academic Program
<input type="checkbox"/> 7. Admission Term
<input type="checkbox"/> 8. Admission Type
<input type="checkbox"/> 9. Catalog Term
<input type="checkbox"/> 10. Student Major
<input type="checkbox"/> 11. Degrees and Certificates Awarded
<input type="checkbox"/> 12. Contact Information (Addresses & Phone Numbers)
<input type="checkbox"/> 13. E-mail Addresses
<input type="checkbox"/> 14. Student Schedule (week at a glance)
15. Unofficial Transcript <input type="checkbox"/> With Grades <input type="checkbox"/> With Pass/No Pass <input type="checkbox"/> Without Grades
<input type="checkbox"/> 16. Transfer Course Titles
<input type="checkbox"/> 17. Active Registration
<input type="checkbox"/> 18. Placement Tests
<input type="checkbox"/> 19. Holds
20. Social Security Number <input type="checkbox"/> Entire Number <input type="checkbox"/> Last Four Digits
<input type="checkbox"/> 21. Birth Date
<input type="checkbox"/> 22. Cohort Attributes (by term)
<input type="checkbox"/> 23. Student Attributes (by term)
<input type="checkbox"/> 24. International Status

<input type="checkbox"/> 25. Registration History
<input type="checkbox"/> 26. Emergency Contacts
<input type="checkbox"/> 27. Disability Status (requires DSS approval)
<input type="checkbox"/> 28. Disability Services (requires DSS approval)
<input type="checkbox"/> 29. Amount Due
<input type="checkbox"/> 30. Account Details
<input type="checkbox"/> 31. EOPS Information (requires EOPS approval)
<input type="checkbox"/> 32. Workstudy (Financial Aid)
<input type="checkbox"/> 33. Change Major (Counselors only)
<input type="checkbox"/> 34. Student ID Card History
<input type="checkbox"/> 35. Clipper Card History

Check the permission(s) requested. Also, explain why the employee needs to access this information in order to do his/her job. Use additional sheets of paper if needed.

Employee Name: \_\_\_\_\_

Employee ID #: \_\_\_\_\_

Department: \_\_\_\_\_

Division: \_\_\_\_\_

Dean/VP Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Send completed form to Admission and Records.25**