

# AES Data Request Form

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## OVERVIEW

Use the AES Data Request Form to request data from RamPortal, OnBase, or Navigate. All requests for student data require the requestor and anyone who will have access to the data to complete the WCU FERPA Training course. Training completion is verified as part of the request process.

## HOW TO SUBMIT A DATA REQUEST

1. Navigate to the [AES Data Request Form](#).
2. Complete the required fields.
3. Attach supporting documentation, if needed.
4. Select Submit.

## WHAT TO INCLUDE IN THE DESCRIPTION

Provide a brief description of the data you are requesting.

- Be as specific as possible about the population. For example: all active undergraduate students pursuing an accounting degree as a primary major during the current term.
- Include the type of data you need. For example: name (primary or legal), email address (home and/or WCU), primary and secondary majors, admit term, etc.

## REQUEST TIMING

AES aims to fulfill requests within 10 business days or by the requested completion date. Processing time may vary depending on the time of year, request complexity, and the need for follow-up.

## STUDENT DATA PRIVACY

West Chester University is committed to protecting the privacy of its students and to maintaining the confidentiality of student education records in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Additional information can be found by visiting [Registrar Policy Information](#). Please use the [Student Data Incident Form](#) to report an incident.

For additional assistance, [submit a ticket for support](#).