

Turner, Tiffany S.

From: Brown, Jr., Ivey L.
Sent: Thursday, November 08, 2018 10:11 AM
To: Turner, Tiffany S.
Subject: FW: Fall 2018 - NC - Winston-Salem State University - FERPA Request

Follow Up Flag: Flag for follow up
Flag Status: Flagged

From: LNR-OKCStudentDirectory [mailto:LNR-OKCStudentDirectory@LexisNexis.com]
Sent: Wednesday, November 07, 2018 4:52 PM
To: Brown, Jr., Ivey L. <browniv@wssu.edu>
Cc: LNR-OKCStudentDirectory@LexisNexis.com
Subject: Fall 2018 - NC - Winston-Salem State University - FERPA Request



*NC - Winston-Salem State University
601 Martin Luther King Jr Dr
Winston-Salem, NC 27110*

Dear Ivey Brown,

Pursuant to the state open records law N.C. Gen. Stat. Secs. 132-1 to 132-10, on behalf of LexisNexis Risk Solutions, I write to request access to and a copy of all current Student Directory Information for the Fall 2018 Semester as permitted for disclosure under Family Educational Rights and Privacy Act Regulations (FERPA). If your agency does not maintain these public records, please let me know who does and include the proper custodians name, address, telephone number and email.

On behalf of LexisNexis Risk Solutions, I agree to pay any reasonable charges associated with the electronic media (CD-ROM or DVD) and postage fees of not more than \$75.00. If the cost would be greater than this amount, please notify me in writing. Please provide a receipt indicating the charges for each document. Additionally, a W-9 will need to be filled out and submitted prior to LexisNexis payment unless you already have a W9 on file with LexisNexis. We would prefer the format to be Excel or CVS however we can handle any and all formats.

I would request your response within ten (10) business days.

If you choose to deny this request, please provide a written explanation for the denial including a reference to the specific statutory exemption(s) upon which you rely. Also, please provide all segregable portions of otherwise exempt material.

The requested Student Directory information is listed below:

Fields :

- Last Name, First Name, MI, Major, Class, Level, Address, City, State, Zip, County, Area Code, Phone, ConfidentialityInd, Deceased Indicator, Email

Thank you for your assistance with this request. If you have any questions or concerns, don't hesitate to contact me through phone or email.



Chanci Caudill
Lead Data Analyst
Data Services
LexisNexis Risk Solutions
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