

## DARS (Degree Audit Reporting System) Access Request

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_ Dept: \_\_\_\_\_

Office Address: \_\_\_\_\_ Office Phone: \_\_\_\_\_

ISIS login: (if assigned) \_\_\_\_\_

If you wish to receive DARS reports that you request via e-mail, please list your e-mail address: \_\_\_\_\_

DARS reports are accessed via the Web, from the URL: <http://dars.services.wisc.edu>  
You will be prompted for your NetID and password at this site. To activate your NetID or for more information about NetIDs, see: <http://helpdesk.wisc.edu/page.php?id=2843>

If you wish to be able to print 2-column DARS reports (in addition to printing 1-column reports from your web browser), you will need to have Adobe Acrobat Reader software installed on your computer. The reader software may be downloaded, without charge, from <http://www.adobe.com/products/acrobat/readstep2.html>

### Responsibility Statement and Agreement

DARS reports contain sensitive information that is protected by FERPA, the Family Educational Rights and Privacy Act. To learn more about FERPA and your responsibility as a university employee to handle student data according to its stipulations, see: <http://registrar.wisc.edu/ferpa/faculty>

I am familiar with the University of Wisconsin-Madison's implementation of the Family Educational Rights and Privacy Act and understand my obligation to use data on a DARS report accordingly.

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

Supervisor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Dean or Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Send or fax completed form to:

**DARS Coordinator**  
**Room 11101, 333 E. Campus Mall**  
**Madison, WI 53715-1384**  
**FAX: (608) 262-4430**