



Office of the Registrar

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**STUDENT REQUEST TO INSPECT AND REVIEW
EDUCATION RECORDS**

University Identification Number

Student Name

In accordance with FERPA (Family Educational Rights and Privacy Act, 1974), I wish to inspect my education records on file in the Office of the Registrar. I understand that documents pertaining to my student discipline/conduct, medical, counseling, financial aid, testing, career counseling, or police records are not considered educational records. Review of these records must be sought through a separate request with the appropriate custodian.

The purpose of my review is to:

The records to be reviewed are:

Student Signature

Date

Office Use Only

Date Received: _____ Date Review Scheduled: _____

Date Student Notification Mailed: _____ Initials: _____

I have inspected and/or have been informed of the contents of my education records.

- I am satisfied with its accuracy and completeness.
- I wish to be informed of the process to amend my educational record.

Student Signature

Date

Student advised of amendment rights and procedures _____

Processor's Initials/Date