



Student Request to Inspect and Amend Education Records

Under the Family Educational Rights and Privacy Act (FERPA) of 1974, students have the right to request a review of their education records and to request the amendment of any records that are believed to be inaccurate, misleading, or otherwise in violation of a student’s privacy rights under FERPA. FERPA requires all schools to make student education records available within 45 days of a student’s request. Same date requests are not granted. Picture ID is required before the review of education records can commence. Complete this form to request a review of and/or amendment to your education record(s) and submit it to the Registration and Records Department. The Registration and Records Department will make arrangements for access and notify you of the time and place where the record(s) may be inspected. Copies of records will not be provided unless, for reasons such as great distance, it is impossible for you to review the records on campus. In such cases, copies will be sent via postal mail.

Photo ID is required when submitting this form. If the form is mailed, faxed, or emailed, a legible copy of a government issued photo ID or Student ID Card is required.

Photo ID Received

STUDENT NAME

STUDENT ID#

I wish to inspect my education record(s) located in the following office(s):

I wish to inspect the following record(s):

IDENTIFY AS PRECISELY AS POSSIBLE

Student Signature

Request Date

Mailing Address

Email Address

Telephone Number

Inspection Date, Time, and Location

FOR OFFICE USE ONLY

TO BE COMPLETED BY STUDENT AFTER RECORDS HAVE BEEN INSPECTED

I have inspected and/or have been informed of the contents of the requested education record(s) identified above and am
 SATISFIED **NOT SATISFIED** with their accuracy and completeness.

If you are not satisfied, specify the part of the record(s) you wish to have amended and specify why you believe it is inaccurate, misleading, or in violation of your privacy or other rights. (Use back of form or add additional pages, if necessary.)

Student Signature

Date