

**Request to Review Education Records (from a student)**

Office of the Registrar

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**Student who want to review their records must complete this form.**

Access to the following records may not be granted to a student:

- The financial records of the student's parents.
- Confidential letters and statements of recommendation which were placed in the student file before January 1, 1975.
- Confidential letter and statements of recommendation placed in the student's file after January 1, 1975 if the student has waived his or her right to inspect those documents.
- Education records containing information about more than one student, in which case the College will permit access only to that part of the record which pertains to the inquiring student.
- Any other records which are excluded from the FERPA definition of education records (e.g. law enforcement records, medical records)

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Name of Student

Signature of Student

Date of Request

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Student ID Number

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Items of Education Records Requested

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**For Office Use Only**

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Office to Which Request Was Made

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Other Offices to Which Student Was Referred

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Date the Student Was Granted Access to Education Records

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Name of Official Granting Access

Signature of Official Granting Access