

Request to Review Education Records (from a student)

Students who want to review their records must complete this form. Please return completed request in person, mail, fax, or scan and email to registrar@goucher.edu.

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)

Name of Student

Signature of Student

Date of Request

Student ID Number

Items of Education Records Requested

For Office Use Only

Office to Which Request Was Made

Other Offices to Which Student Was Referred

Date the Student Was Granted Access to Education Records

Name of Official Granting Access

Signature of Official Granting Access