



Student Request to Inspect and Review Education Records

To: Registrar's Office

I wish to inspect the following education records(s): _____

Maintained in the following office(s): _____

Print Name (student) _____ ID# _____

Student's Address _____

To: Student

Your request for inspection of your records was received on _____

The requested record will be available for review on _____ at _____.
(date) (time)

Registrar's Signature _____ Date _____

To: Registrar

I have inspected and/or have been informed of the contents of the requested education record identified above and am not satisfied with its accuracy and completeness for the following reasons(s) (use additional sheets if necessary):

Student's Signature _____ Date _____

Students wishing to have their education records amended must complete a *Request to Amend Education Records form*. This form is available from the Registrar's Office.

Disposition of this request should be written below:

Registrar's Signature _____ Date _____

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