

REQUEST BY STUDENT TO REVIEW EDUCATION RECORDS

[Record Custodian]

I wish to make an appointment to review the following education records: [Give description, eg., "all of my education records in your custody," "my disciplinary records," etc.]

Student Name [printed]: _____

Student Identification Number: _____

Address: _____

Telephone Number: _____

Student signature: _____

_____ Date

RESPONSE TO REQUEST TO REVIEW EDUCATION RECORDS

To: _____ [Student]

Your request for review of the education records listed above was received

on _____

1. _____ The requested record(s) will be made available for your review at the following office,

_____, on the following date and time:

Please bring a photo ID or other identification.

2. ____ Your request to review your education records cannot be granted because

_____ Record Custodian

_____ Date

CONFIRMATION OF REVIEW

I have reviewed the requested records.

_____ Student signature

_____ Date