

Request to Inspect and Review Education Records

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is a federal law that protects the privacy of student education records. Under the provisions of the law, students are afforded the opportunity to inspect and review their education records.

At FSW, the Office of the Registrar oversees records and registration. All permanent, official, and final education records are maintained by the Office of the Registrar. A student will be afforded access to review her or his record within a reasonable time after submission of this form to the Office of the Registrar. Suitable arrangements will be made to permit the records to be reviewed in the presence of the College Registrar or the College Registrar's designee.

FERPA requires schools to make student education records available within 45 days of a student's request. Additional notes relating to a Review of Education Records follow:

- Same-date requests are not granted.
- A photo ID is required before the review of education records may commence.
- Students may *not* obtain copies of records, as the information contained therein remains the property of FSW.
- Students may *not* inspect and review the following, as outlined by FERPA:
 - Financial records of parents or former or current legal guardian(s), or any related information contained therein;
 - Materials to which the student has waived her or his right of inspection and review including confidential letters and recommendations associated with admission, employment, or job placement;
 - Education records containing information about more than one student, in which case FSW will permit access only to the part of the record which pertains to the inquiring student;
 - Documents not considered *education records* as defined by FERPA.

This is a request to inspect and review my education records located in the Office of the Registrar.

Some records may be archived and stored in separate locations. To help FSW staff members compile all your records, and to assist FSW staff members in arranging your appointment, please provide all the information below:

FULL, CURRENT NAME:		PHONE NUMBER:	
APPROXIMATE YEARS ATTENDED:		DATE OF BIRTH:	
FORMER NAMES USED:		STUDENT ID NUMBER:	
CURRENT EMAIL ADDRESS:			

Student's Signature

Date

To be completed after Education Record Review:

I have inspected the contents of my education records.

I am satisfied with the accuracy and completeness.

I am not satisfied with the accuracy and completeness for the following reason(s): _____

Students who wish to have their education records amended must submit a letter specifying the requested change(s) to the Office of the Registrar.

Student's Signature

Date

FOR OFFICE USE ONLY

Student notified of appointment by (staff member initial):

Date of review:

Student notified of appointment on date:

Office of the Registrar designee hosting the review: Signature