

STETSON UNIVERSITY

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 given the opportunity to inspect and review their records except in the following:

- If an education record contains information on more than one student, the requesting student may view only the information about him/her
- Financial records of his/her parents
- Confidential evaluation and letters of recommendation filed prior to January 1, 1975, or after that date if the student has waived the right to see them
- Documents that are not considered education records as defined by FERPA

The University is required to comply with a request to inspect and review education record not more than 45 days after the request is received. A student should submit this request to the Registrar. The Registrar will make arrangements for access and notify the student of time and place where the records may be inspected. If the records are not maintained by the Registrar, the student will be advised of the official to whom the request has been directed.

If, after inspecting and reviewing his/her record, the student has questions about the, he/she may request an oral or written explanation of them.

Student Name (print) _____
Address _____
Telephone# _____
Student ID number _____

I wish to inspect the following education record(s):

Student Signature _____
Date _____

Submit this form to the Registrar's Office at Stetson One Stop in the Rinker Welcome Center or via email to registrar@stetson.edu.

Internal Use:

Location of Record (Office) _____
Request Received (Date) _____
Staff Member _____
Date Available _____
Custodian Signature _____