

# 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 Stetson One Stop (Griffith Hall) or the Registrar's Office (Elizabeth Hall).**

*Internal Use:*

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