



Office of Admissions and Records
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Request to Review Education Records (Student Request)

Students who want to review and inspect their records must complete this form.

Access to the following records may not be granted to a student.

- The financial records of the student's parents.
- Confidential letters and statements of recommendation placed in the student's file, if the student has waived his or her right to inspect those documents.
- Education records containing information about more than one student, in which case the College will permit access only to that part of the record which pertains to the inquiring student.
- Any other records which are excluded from the FERPA definition of education records (e.g. law enforcement records, medical records).

Student ID # _____ Social Security # _____

Student Name _____
Last First MI

_____ Email Telephone Number

I hereby request to inspect and review the following records from my education records. (Please describe the record or records you wish to inspect as precisely as possible.)

Please sign and date your request below. Bishop State Community College will make the needed arrangements for access to the information as promptly as possible and notify you of the time and place where the records may be inspected. Access will be given in 45 days or less from the receipt of request.

Student Signature _____ Date _____

FOR OFFICE USE ONLY

Date Request Received:

Date Meeting Scheduled:

Date Meeting Held: