



**Request to Inspect and Review Education Records**

*Students: Your transcript, containing the most essential details of your academic record, is readily available for viewing on-line via the student portal.*

Date Received: \_\_\_\_\_

Records Staff will date and initial or stamp upon receipt.

**To: Registrar**

I wish to inspect my education record maintained in the following office(s):

\_\_\_\_\_  
\_\_\_\_\_

Print Name  
(Student): \_\_\_\_\_

Address: \_\_\_\_\_

Student's  
Signature: \_\_\_\_\_

Tel.: \_\_\_\_\_

**To: Student**

Your request for inspection of your record was received on \_\_\_\_\_. The requested record will be available for review on \_\_\_\_\_.

Date: \_\_\_\_\_ School Official's Signature: \_\_\_\_\_

**To: Registrar**

I have inspected and/or have been informed of the contents of the requested education record identified above and am satisfied with its accuracy and completeness.

Date: \_\_\_\_\_ Student's Signature: \_\_\_\_\_

**To: Registrar**

I have inspected and/or have been informed of the contents of the requested education record identified above and am not satisfied with its accuracy and completeness for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Student's Signature: \_\_\_\_\_