

Request to Inspect and Review Education Records

Students: Your transcript, containing the most essential details of your academic record, is readily available for viewing online 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): _____

Last

First

Middle

Student Signature: _____ Date: _____

Telephone Number: _____

Student ID Number: _____

Submit this form with a copy of your student ID.

To Student:

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

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):

Student Signature: _____ Date: _____