

THE PENNSYLVANIA STATE UNIVERSITY
STUDENT REQUEST TO INSPECT EDUCATION RECORDS

Under the Family Educational Rights and Privacy Act (FERPA), a student has the right to inspect and review his or her education records within 45 days of the University's receipt of a request to inspect. In order to ensure an efficient process, please complete this form in its entirety and return it to the Office of the University Registrar.

STUDENT INFORMATION

<u>STUDENT LEGAL NAME (LAST, FIRST, MIDDLE INITIAL):</u>	<u>PSU ID:</u>
<u>ADDRESS (STREET, CITY, STATE, ZIP):</u>	<u>PHONE NUMBER:</u>

INSPECTION REQUEST

<u>CAMPUS AND OFFICE WHERE REQUEST MADE:</u>
<u>EDUCATION RECORDS TO BE ACCESSED (PLEASE SPECIFY):</u>

INSPECT AND REVIEW

INSPECT AND REVIEW (Once Records are ready for review, the University will contact you using the information provided above. Records will be available for review at Office of the University Registrar during regular business hours only or an alternate location).

STUDENT SIGNATURE

DATE

TO BE COMPLETED BY UNIVERSITY STAFF ONLY (PLEASE INITIAL):

ID Confirmed

REQUEST RECEIVED (DD/MM/YYYY): _____

REQUESTED RECORDS MADE AVAILABLE FOR REVIEW OR MAILED (DD/MM/YYYY): _____

STAFF SIGNATURE

DATE