

# Request to Inspect and Review Education Records Form

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:

- The financial records of the student's parents.
- Confidential letters and statements of recommendation which were placed in the college's records prior to January 1, 1975.
- Confidential letters and statements of recommendation placed in the student's education records after January 1, 1975, respecting admission to the college, application for employment, or receipt of an honor or honorary recognition
- Records that personally identify other students even if the student also is personally identified. In such a case, the student shall simply be informed of the specific information about the student that is contained in the record
- Documents that are not considered education records as defined by FERPA

SUNY Orange 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 written 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, after inspecting and reviewing his/her record, the student has questions about the records, he/she may request an oral or written explanation of them.

**Student Name (print)** \_\_\_\_\_

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

**Telephone #:** \_\_\_\_\_

**Student A Number: A00** \_\_\_\_\_

**I wish to inspect the following educational record(s):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Submit this form to the Registrar's Office located: 115 South Street, 3rd Floor Shepard Student Center, Middletown, NY 10940

A student shall be provided with a copy of any part or all of his or her education record on request but may be charged a fee not to exceed the college's cost of producing a copy of the education record as a condition to receiving it, unless the imposition of a fee effectively prevents a student from exercising the right to inspect and review the record. A student shall not be charged a fee to search for or retrieve the student's education records.

**\*\*For Office Use Only\*\***

Date request was received: \_\_\_\_\_

Date student reviewed records: \_\_\_\_\_

Initial of person attending review: \_\_\_\_\_