



Student Information:

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Previous Name (if applicable): \_\_\_\_\_

Office in which Request was made : \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

An eligible student's FERPA rights include the right to inspect and review his/her education record(s) within 45 days after the day Millikin University receives a request for access. As a student should submit to the Office of the Registrar a written request that identifies the record(s) the student wishes to inspect.

Request to Inspect Student Records :

What record(s) do you request to personally inspect?

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

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

Office Use Only:	
Date Record Was Reviewed: _____	Time Reviewed: _____
Signature Of Student Once Record is Reviewed: _____	
Office Official Signature: _____	Date: _____