



STUDENT REQUEST TO REVIEW EDUCATION RECORDS

Student Name: _____

Student Signature: _____

Electronic/typed signatures are not accepted for this form.

Date of Request: _____

Please provide THREE options below:

Preferred Appointment Day and Time: _____

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The Family Educational Rights and Privacy Act (FERPA) requires all schools to make student education records available within 45 days of a student's request. Same date requests are not granted. Picture ID is required before the review of your education records can commence.

FERPA provides students the following rights:

- to inspect and review educational records by requesting it in writing to the appropriate University official. Requests can take up to 45 days. Students should submit to the Office of the Registrar, Program Director, department director, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed;
- to request the amendment of their educational records they believe are inaccurate or misleading. Students may ask the University to amend a record they believe is inaccurate. The student should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing;
- the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent, such as directory information. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff) or a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility;
- students who believe their privacy has been violated have the right to file a written grievance with the Office of the Registrar, by following the procedures of the Grievance Appeal Policy posted online at adler.edu;
- students are informed of their rights under FERPA each October by the Office of the Registrar. The annual FERPA notice is located on the Office of the Registrar page on Adler Connect. For the annual notice please go to <https://connect.adler.edu/student-services/registrar> or the current academic year's catalog located at adler.edu.

Students may not obtain copies of such records, as the information contained therein remains the property of the University.

Students may not inspect and review the following as outlined by the Act:

- financial records of the parents or any information contained therein;
- materials to which the student has waived his right of inspection and review including confidential letters and recommendations associated with admission, employment or job placement; or
- education records containing information about more than one student, in which case the University will permit access only to that part of the record which pertains to the inquiring student.

OFFICE USE ONLY:

Review Date: _____

Materials Reviewed: _____

Review Supervised By: _____ Title: _____