

Mahanaim

FERPA Record Review Form

Student Request to Review Education Records

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), you the student have the right to inspect and review your education records. **Education records** are defined as records maintained by the school or by a party acting for the school. Records come in many formats including handwritten, printed, or saved on computer media, video, or audiotape or film, microfilm, or microfiche.

Instructions:

Please fill out this form and submit it to the Registrar. If the record in question is not maintained by the Registrar, you will be redirected to submit the form to the appropriate office. The school is obligated to ensure you are able to review your record within 45 days of this request being submitted. You will receive instructions on the day and time when your records will be available for review.

Important: An authorization to review a part of your education record only stays in effect until you review the record in question. In order to review that record again, you will need to resubmit this form.

Student Name (please print)

Student ID Number

Specify Education Records to be Reviewed:

_____.

Please check one:

I would like to review the above-mentioned record(s) in person at a date and time specified by the Registrar or responsible office.

I am unable to be on campus to review the record(s) in person and would like to request a copy be sent to me via my Mahanaim email.

Student Signature

Date

For Office Use Only	Received by:	Date:
---------------------	--------------	-------