

Mahanaim

FERPA Record Amendment Form

Student Request to Amend an Education Record

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), you the student have the right to request an amendment to your education records. Please read the FERPA policy on Mahanaim's FERPA page in detail regarding your right to request an amendment in order to understand what conditions must be met in order for the school to consider your request.

Instructions:

Please fill out this form and submit it to the Registrar.

Student Name (Please Print)

Student ID Number

Specific Education Records to be amended:

For the above-mentioned record, I request a change in content from:

To:

The following misleading/inaccurate data is present:

Student Signature

Date

For Office Use Only	Received by:	Date:
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