Students who want to review their records must complete this form. Please return completed request in person, mail, or scan and email to registrar@chsu.edu. (Per FERPA, your request will be processed within 45 days from receipt of a written request for education records by the Office of the Registrar).

Access to the following records may not be granted to a student:

- The financial records of the student’s parents.
- Confidential letters and statements of recommendations which were placed in the student files before January 1, 1975.
- Confidential letters and statements of recommendation placed in the student’s file after January 1, 1975 if the student has waived his or her rights to inspect those documents.
- Education records containing information about more than one student, in which case the College will permit access only to that part of the record which pertains to the inquiring student.
- Any other records which are excluded from the FERPA definition of education records (e.g. law enforcement records, medical records).
- Please print legibly and complete all areas. Your ink signature is required on this form.

**STUDENT INFORMATION**

Full Name (print)  
Student Signature  
Date

Student ID #: _____________________________

**Items of Education Records Requested:** (Indicate which education records to be released)

____________________________________________________________________________________

____________________________________________________________________________________

**For Office of Registrar Use Only**

Date Received: ___________________________  Request Processed By: ___________________________

Other Offices Contacted for Education Records: ____________________________________________

Date Education Records Released to Student: ____________________________________________