



# Request to Review Education Records

## Office of the Registrar

**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](mailto: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: \_\_\_\_\_