

Request for Review of Records

In accordance with FERPA (Family Educational Rights and Privacy Act, 1974), I wish to inspect my educational records on file in the Office of the Registrar. I understand that documents pertaining to my student discipline/conduct, medical, counseling, financial aid, testing, career counseling or police records are not considered educational records. Review of these records must be sought through a separate request with the appropriate custodian.

Student ID: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____@floridapoly.edu

The purpose of my review is to: _____

The records to be reviewed are: _____

Student Signature: _____ Date: _____

OFFICE OF REGISTRAR - USE ONLY

Received By: _____ Date Received: _____

Date Review Scheduled: _____

Processed By: _____ Date Processed: _____

Date Reviewed: _____

Student Signature: _____