

BUENA VISTA UNIVERSITY

Request to Inspect and Review Education Records

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), students are given the opportunity to inspect and review their education records except in the following:

- If an education record contains information on more than one student, the requesting student may view only the information about him/her.
- Financial records of his/her parents.
- Confidential evaluation and letters of recommendation filed prior to January 1, 1975, or after that date if the student has waived the right to see them.
- Documents that are not considered education records as defined by FERPA.

The University is required to comply with a request to inspect and review education records not more than 45 days after the request is received. A student should submit this request to the Registrar. The Registrar will make arrangements for access and notify the student of time and place where the records may be inspected. If the records are not maintained by the Registrar, the student will be advised of the official to whom the request has been directed.

I wish to inspect the following education record(s).

Student Name (print) _____
Address _____
Telephone # _____
Student ID Number _____

Student Signature _____ Date _____

Internal Use:

Location of Record (Office) _____

Request Received (Date) _____

Staff Member _____

Date Available _____

Custodian Signature _____