

Edison State College

REQUEST TO INSPECT & REVIEW EDUCATION RECORDS

The Office of the Registrar oversees both admissions and registration at Edison State College. All permanent, official, and final records of students who have attended Edison State College are housed in and released by the Office of the Registrar. A student will be accorded access to the student's record within a reasonable time after submission of this form to the College Registrar. Suitable arrangements will be made to permit the records to be reviewed in the presence of the College Registrar or a designee.

To: Edison State College Registrar

This is a request to inspect my education records, located in the Office of the Registrar.

STUDENT NAME: _____ STUDENT ID: @ _____

PHONE NUMBER: _____ EMAIL: _____

DATE OF BIRTH: ____/____/____ FORMER NAME (if applicable): _____

STUDENT'S SIGNATURE

DATE

To be completed after record(s) review:

I have inspected the contents of my education records.

I am satisfied with its accuracy and completeness.

I am not satisfied with its accuracy and completeness for the following reason(s):

Students who wish to have their education records amended must submit a letter specifying the requested change to the Office of the Registrar.

Student Signature: _____ Date: _____

OFFICE USE ONLY

Student Called by: _____

Date Called: / / Date/Time of Review

