



STUDENT REQUEST TO AMEND EDUCATION RECORDS

ID#

Name

Local Address

Local Telephone

Under the provisions of the 1974 Family Educational Rights and Privacy Act, I hereby request the following education record be amended in the manner listed below.

A. Education record to be amended _____

B. I request a change in content from _____

to

C. The following misleading data is present _____

D. I believe it is in violation of my rights of privacy under the 1974 Family Educational Rights and Privacy Act as outlined below: _____

I have read the information on the *Procedures for Requesting an Amendment of the Education Record and for Requesting a Hearing if Request Denied.*

Date

Student Signature

REQUEST: _____ APPROVED

_____ DENIED

Date

Signature of Registrar or Designated Individual

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