



Request to Review Education Records

If you are looking for routine student records such as official digital/paper transcripts, duplicate certificates, or unofficial transcripts via the Student Portal, please visit the [Emily Griffith Student Records Page](#).

This form is strictly reserved for requesting a formal in-person or remote inspection of non-routine, confidential educational records under FERPA.

Student Information

Full Name: _____ Student ID (SID): _____

Email: _____ Phone Number: _____

Enrollment Status: ☐ Currently Enrolled ☐ Former Student / Alumni

Specific Records Requested for Inspection

Item(s) of Information Requested:

Postsecondary FERPA Rules & Inspection Guidelines

- **Student Right Transfer:** Under FERPA, inspection rights belong exclusively to the enrolled postsecondary student, regardless of age. Parent or third-party presence is not permitted during inspection unless a valid written FERPA disclosure release is on file.
- **45-Day Fulfillment Window:** The college will arrange access within 45 calendar days of receiving this written request.
- **Statutory Record Exemptions:** Under federal law (34 CFR § 99.12), inspection rights **do not apply** to: (1) Parent financial tax records; (2) Confidential letters of recommendation where the student previously waived access rights; (3) Sole-possession personal notes of instructors/staff; (4) Campus law enforcement unit records; and (5) Employee-only or medical treatment records.
- **Inspection Protocol & Photography Prohibition:**
 - Inspection occurs in the presence of an institutional administrator during standard business hours.
 - Photography, screen capture, mobile phone recording, scanning, or audio/video recording of records is strictly prohibited.
- **Identity Verification:** A valid college photo ID or government-issued photo ID must be presented prior to viewing records.
- **Redaction of Third-Party Information:** In accordance with 34 CFR § 99.12(a), if a requested record contains information concerning more than one student, your right of inspection applies exclusively to the portion pertaining to you. All personally identifiable information (PII) regarding other students will be redacted prior to your review session.

Student Verification & Acknowledgment

I certify that I am the student listed above and that I agree to abide by all institutional inspection policies.

Student Signature: _____ Date: _____

POST-INSPECTION ACKNOWLEDGMENT (To be completed by student after review) I acknowledge that on the date indicated below, I was provided the opportunity to inspect and review the requested education records in the presence of an authorized university representative, in accordance with institutional policy and FERPA guidelines.

Student Signature: _____ **Date:** _____

OFFICE USE ONLY (Administrative Processing & Closeout)

- **Date Request Received:** _____ **Received By:** _____
- **ID Verified:** ☐ Campus Photo ID ☐ Government ID
- **Inspection Method:** ☐ In-Person ☐ Remote/Distance Approved
- **Scheduled Viewing Date/Time:** _____ **Location:** _____
- **Inspection Outcome:**
 - ☐ Student completed inspection and signed acknowledgement.
 - ☐ Student completed inspection but declined to sign acknowledgement.
- **Staff Witness / Custodian Signature:** _____
- **Date Completed:** _____
- **Notes/Comments:**
