



COLLEGE of  
CHARLESTON

66 George Street  
Charleston, SC 29424

## Request to Inspect and Review Education Records Information, Instructions and Forms

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### I. INFORMATION

Under the Family Educational Rights and Privacy Act (FERPA), a student must be given the opportunity to inspect and review the student's education records except for the following:

- If the education records of a student contain information on more than one student, the requesting student may inspect and review or be informed of only the specific information about him/her.
- The College is not required to permit a student to inspect and review education records that are:
  - Financial records, including any information those records contain, of his/her parents;
  - Confidential evaluations and letters of recommendation filed before January 1, 1975; or after that date, if the student has waived his/her right to see them; and
  - Documents that do not fall within the definition of "education record" under FERPA.

The College is required to: (1) comply with a request for access to records within a reasonable period of time, but not more than 45 days after it has received the request; and (2) respond to a reasonable request for explanations and interpretations of the records.

### II. INSTRUCTIONS

- Any student may inspect and review his/her education record upon completion and submission of the attached "[Request to Inspect and Review Education Record](#)" form to the head of the department where the student's education record is maintained.
  - Students must present photo identification with in-person requests. Forms submitted by mail must be notarized.
- If, after inspecting and reviewing his/her records, the student has any questions about them, he/she may request an oral or written explanation and interpretation of them.
- A student wishing to have his/her education record amended must complete and submit a "[Request to Amend Education](#)" form to the head of the department where such record is maintained.



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## Request to Inspect and Review Education Records

### Student

LAST NAME

FIRST NAME

STUDENT IDENTIFICATION NUMBER

ADDRESS (LOCAL / ON-CAMPUS)

CITY, STATE, ZIP

TELEPHONE

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

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Students must present photo identification with in-person requests. Forms submitted by mail must be notarized.

DATE

STUDENT SIGNATURE

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**(COMPLETE SECTION BELOW AFTER RECORD(S) REVIEW)**

I have inspected and/or have been informed of the contents of the requested education record identified above and

- I am satisfied with its accuracy and/or completeness.  
 I am **not** satisfied with its accuracy and completeness for the following reason(s):

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DATE

STUDENT SIGNATURE

Students wishing to have their education records amended must complete a "[Request to Amend Education Records](#)" form. This form is available online via the Registrar's website under the Forms link.

**Return completed form to the office of record location.**

(Observations of the record custodian of disposition of this request should be written on the back of this sheet.)

### Record Location (Office)

STAFF MEMBER

FIRST NAME

LOCATION OF RECORD (OFFICE)

REQUEST RECEIVED (DATE)

DATE AVAILABLE

CUSTODIAN SIGNATURE