



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

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.



COLLEGE of CHARLESTON

66 George Street
Charleston, SC 29424

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):

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

DATE

STUDENT SIGNATURE

.....
(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):

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