

Student Request to Review Student Records

This is to request that I be provided with access to and/or copies of the following categories of documents from my educational records:

1. _____
2. _____
3. _____

Under FERPA (the Family Educational Rights and Privacy Act) and University of California Policies, students have the right to "inspect and review" their own student records. "Records" include "any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche;" and "Student Records" include any "records that contain information directly related to a student and that are maintained by a University of California campus" (including faculty and staff). University policy defines "Student records" to include "academic evaluations, including student examination papers, transcripts, test scores and other academic records; general counseling and advising records; disciplinary records; and financial aid records, including student loan collection records."

In the alternative, I request that I be provided with copies of all of these documents, either to be sent to the address shown below or to be ready for me to pick-up by _____ .

Name: _____

Address: _____

Signature _____ Date: _____

Note:

To submit this request by email, the student must use a valid UC Davis email account and must sign and submit a statement that he or she has been provided access to and/or copies of the records as requested. Student must show ID at the time they submit a written request and/or pick up documents.