

STUDENT REQUEST TO VIEW OFFICIAL EDUCATION RECORD

Office of the Vice Chancellor for Student Affairs Indiana University Southeast

Title or description of Official Education Record you want to review:

Location, if known, of Official Education Record:

Explanation of the reason you want to review this Official Education Record:

Person to whom the information may be disclosed:

Student Name:

I.D.:

Student Signature:

Date*:

*Per FERPA guidelines, IU Southeast has established procedures to respond to a request for access to education records within a reasonable period of time, but in no case no more than 45 calendar days after the request has been made.

For Office of Student Affairs Use

Date Request Received:

Date Student Notified of Record Availability:

Date Student Reviewed Record:

File Review Monitor:

Acknowledgement of Completion
of Review—Student Signature: