Office of the University Registrar

Office of the University Registrar
3141 Chestnut Street, Curtis 261
Philadelphia, PA 19104
Fax: 215-895-0540

Request to Review the Education Record for Site Students

Name of Student _____ _____ _____
Last First Middle Initial

Student ID Number ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Student's Status ☐ Active ☐ Inactive

Select site: ☐ BCC ☐ Sacramento I am a ☐ Student ☐ Parent/Guardian

Student's Mailing Address _____ Home Phone (_____)_____-_____

_____ Work Phone (_____)_____-_____

_____ E-mail _____

Requestor's Mailing Address _____ Home Phone (_____)_____-_____

(*Use this section if requestor is other than student*) _____ Work Phone (_____)_____-_____

_____ E-mail _____

Student's Enrollment Status ☐ Undergraduate ☐ Graduate

Information Requested ☐ Academic Transcript ☐ Billing Records ☐ Financial Aid Records

Dates of Attendance _____ to _____

Approvals

_____ _____
Signature of the Student (required) Date

_____ _____
Signature of the Requestor (if applicable) Date

For OUR Use Only

_____ _____
Processed by Date

Revised 3/2009

Office of the University Registrar

Request to Review the Education Record

Students may inspect and review their education record[1]. Students must be able to inspect and review their education records within a maximum of 45 days after their request to do so.

Purpose

The Education Record of a student is protected by rights provided under the Family Educational Rights and Privacy Act (FERPA). This form is used to request authorization to review a student's Education Record.

At the post secondary level, parents have no inherent rights to inspect a student's education record. The right to inspect is limited solely to the student. Records may be released to parents/guardians only under the following circumstances:

- Through written consent of the student
- A court ordered subpoena

There are strict guidelines regarding the release of the Education Record. For more information please access: http://www.drexel.edu/provost/policies/ferpa.asp

Process

Upon receipt of this form, a representative from the Office of the University Registrar will authenticate the request.

Fulfillment of a request made by a parent/guardian is determined by first verifying that the student has provided consent to release Directory Information[2].

The review of specific information contained in the education record is approved by the request reflected on this document. Authorization is not granted to any individual permanently. Should the review of a student's record by a parent/guardian become a recurring request, it is recommended that the student download, complete and submit the Student Authorization to Release the Education Record form[2] to the Office of the University Registrar.

The Student Authorization to Release Educational Records form is available via the Student Resource Center (SRC) website. To download the form, please access http://www.drexel.edu/src/forms.asp

---

[1] The Education Record is protected under FERPA. This term is broad. To review what is contained and not contained in the education record, please access: http://www.drexel.edu/provost/policies/ferpa.asp

[2] A student may provide his or her parents access to specific information contained in the education record by completing and submitting the FERPA Authorization to Release the Education Record, which is available at http://www.drexel.edu/src/ferpa.pdf.
Please review the section "Written Consent to Release Records" in Student Rights under FERPA. This document is available online at http://www.drexel.edu/provost/policies/ferpa.asp