



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  
*(Use this section if requestor is other than student)*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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 \_\_\_\_\_



## Request to Review the Education Record

Students may inspect and review their education record<sup>1</sup>. 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<sup>2</sup>.*

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<sup>2</sup> 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>

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<sup>1</sup> 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>

<sup>2</sup> 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>