



REQUEST TO REVIEW THE EDUCATION RECORD

Request to Review the Education Record

Students may inspect and review their Education Record. There are strict guidelines regarding the release of the Education Record. For more information, please access drexel.edu/provost/policies-calendars/policies/ferpa. 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/electronically recorded consent of the student
- A court-ordered subpoena

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 non-Directory Information.

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.

Access to your record does include access to your unofficial transcript. Drexel University will release an unofficial transcript only if directed by the student.

First Name _____ Last Name _____ Middle Initial _____

University ID Number _____ Date of Birth (if ID unknown) _____

Address _____ Home Phone _____ Work Phone _____

Email _____

Student Active Status: Active Inactive Student Enrollment Status: Enrolled Not Enrolled

If not enrolled, what was your last year of enrollment? _____

Do you grant the Office of the University Registrar permission to share your mailing, phone, and email information to other departments/offices within Drexel University? Yes No

Student Signature _____ Date _____

For Registrar Use Only:

Processed by _____

Date _____