DREXEL UNIVERSITY
Office of the University Registrar

REQUEST TO REVIEW THE EDUCATION RECORD

Name of Requestor

Last Name_____ First Name_____ Middle Initial_____

I am a ☐ Student ☐ Parent

Requestor's Mailing Address_____ Home Phone_____

_____ Work Phone_____

_____ Email _____

Student's Mailing Address_____ Home Phone_____

_____ Work Phone_____

_____ Email _____

University ID Number _____ Students Active Status ☐ Active ☐ Inactive

Students Enrollment Status ☐ Undergraduate Full-Time ☐ Undergraduate Part-time ☐ Graduate

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

Approvals

Signature of Student_____ Date_____ Signature of Requestor_____ Date_____

Request to Review the Education Record

Students may inspect and review their education record1. 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 Information2.

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 form2 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

For Registrars Use Only

Processed by_____

Date_____

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

Drexel University 3141 Chestnut Street Philadelphia PA, 19104
Phone: 215-895-1600 Fax: 215-895-2939 Web: http://drexel.edu/drexelcentral Email: https://ask.drexel.edu

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