FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) STUDENT EDUCATION RECORDS REQUEST FORM

In accordance with the Family Educational Rights and Privacy Act (FERPA), the University of Notre Dame allows all eligible students to review their education records. Any student wishing to review his or her education records must complete this Request Form, listing the specific records the student wishes to inspect and review, **and return the completed form to the Office of General Counsel**. Records will be made available within forty-five (45) calendar days of receipt of this Request Form. Please refer to the University's "FERPA Student Records Policy" at http://policy.nd.edu/policy_files/FERPAStudentRecordsPolicy.pdf for complete information regarding FERPA.

Please note:

- Letters of recommendation will not be released if you previously waived your right to examine them.
- Notre Dame Transcripts must be requested directly from the Office of the Registrar.
- Non-Notre Dame transcripts must be requested directly from the institution attended.
- Score reports (e.g., SAT, GMAT) must be obtained by contacting the testing entity directly.

STUDENT FULL NAME		NOTRE DAME NET ID OR LAST 4 DIGITS OF SOCIAL SECURITY NUMBER
OTHER NAMES USED AT NOTRE DAME		DATE OF BIRTH
SCHOOL/COLLEGE ENROLLED		YEAR/EXPECTED YEAR OF DEGREE
CURRENT ADDRESS		CURRENT TELEPHONE NUMBER
PLEASE INDICATI	E THE SPECIFIC EDUCA	TION RECORDS REQUESTED:
	Academic	
	Disciplinary	
	Other (specify):	
STUDENT SIGNATURE		DATE OF REQUEST