

# 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. If the request is for Admission Records, the completed form should be returned to Charlie Castline at 407 McKenna Hall or [ccastlin@nd.edu](mailto:ccastlin@nd.edu).** Records will be made available with forty-five (45) calendar days of receipt of this Request Form. Please refer to the University's "FERPA Student Records Policy" at [https://policy.nd.edu/assets/283326/ferpa\\_08.01.2018.pdf](https://policy.nd.edu/assets/283326/ferpa_08.01.2018.pdf) for complete information regarding FERPA.

*Please note:*

- *Requests for records must be specific. Searches will not be conducted for requests for "All Records."*
- *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.*

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STUDENT FULL NAME

NOTRE DAME NET ID OR LAST 4 DIGITS  
OF SOCIAL SECURITY NUMBER

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OTHER NAMES USED AT NOTRE DAME

DATE OF BIRTH

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SCHOOL/COLLEGE ENROLLED

YEARS/EXPECTED YEAR OF DEGREE

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CURRENT ADDRESS

CURRENT TELEPHONE NUMBER

INDICATE THE **SPECIFIC** EDUCATION RECORDS REQUESTED:

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Purpose of Request:

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STUDENT SIGNATURE

DATE OF REQUEST

