



Request to Inspect and Review Education Record University of the Incarnate Word

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their Education Record. Students that wish to inspect and review their own Education Record should submit their request to the office of the Registrar via this form. **All the below sections must be completed, signed, and dated by the student.**

For additional information regarding FERPA, please visit <https://my.uiw.edu/registrar/ferpa.html>

Education Record requested to be inspected and reviewed: (check all that apply)

Academic Information

- ☐ Class Schedule
- ☐ Registration Forms
- ☐ Substitution Forms
- ☐ Graduation Application
- ☐ Transcript
- ☐ Other (please specify)

Accounts Receivable

- ☐ Billing/Payment History
- ☐ Balances
- ☐ Other (please specify)

Admissions

- ☐ Application(s)
- ☐ High School Transcript(s)
- ☐ College Transcript(s)
- ☐ Essays/Personal Statement
- ☐ Test Scores
- ☐ Resume/CV
- ☐ Other (please specify)

Advising

- ☐ Curricula Changes
- ☐ EAB Navigate Notes
- ☐ Other (please specify)

Disciplinary Information

- ☐ Disciplinary sanctions
- ☐ Student Code of Conduct
- ☐ Title IX proceedings
- ☐ Other (please specify)

Financial Information

- ☐ Financial Aid Status
- ☐ Grants
- ☐ Loans
- ☐ Scholarships
- ☐ Other (please specify)

Note: Financial records of a student's parent(s) or guardian(s) and confidential letters of recommendation where the student has signed a waiver of right to access are not subject to inspection under FERPA.

Additionally, if the record requested contains information regarding another student(s), the requesting student may inspect and review or be informed of only the specific information about their own record.

An Education Record covered by FERPA normally will be made available for review and inspection within forty-five (45) days of the received request.

I wish to inspect my education records notated above:

Student Name: _____ Student ID Number: _____

Student Email Address: _____

*Currently enrolled students should use UIW email address

Student Signature: _____ Date: _____



**Request to Inspect and Review Education Record
University of the Incarnate Word**

Notice of Receipt

Student Name: _____

The Request to Inspect and Review Education Record was received on _____. The requested record(s) will be made available for review and inspection within forty-five (45) days of the received request. You will be contacted via your email address regarding the date, time and location for the inspection of your education record(s). Current students will be contacted via their UIW email address.

Date Request Received: _____ Registrar's Office Signature: _____

Completion of Review

Select one of the following:

☐ I have inspected and reviewed the contents of the my Education Record and am satisfied with the accuracy of my education record(s) held by the University of the Incarnate Word.

Date: _____ Student's Signature: _____

☐ I have inspected and reviewed the contents of the my Education Record and am **not** satisfied with the accuracy of my education record(s) held by the University of the Incarnate Word, and will be submitting a Request to Amend Student Education Record.

Date: _____ Student's Signature: _____

This form may be submitted electronically via the UIW email account or in person at the UIW Registrar's Office. Questions on the inspection and review of education records may be directed to the Registrar's Office. Students wishing to have their education records amended must submit a Request to Amend Student Education Record form to the Registrar's Office outlining the record(s) to be amended and providing supporting documentation for the request.

Notes: _____

Date: _____ Registrar's Office Signature: _____