



Cedar Crest College
Office of the Registrar
100 College Drive
Allentown, PA 18104

Student Request to Review Education Records

Student Name: _____

Student ID #: _____

Student Signature: _____

*Electronic/typed signatures are not accepted for this form

Date of Request: _____

Records Requested: _____

Please provide THREE options below:

Preferred appointment day and time: _____

Preferred appointment day and time: _____

Preferred appointment day and time: _____

The Family Educational Rights and Privacy Act (FERPA) requires all schools to make student education records available within 45 days of a student's request. Same day requests are not granted. Picture ID is required before the review of your education records can commence. No cell phones are permitted. No note taking is permitted.

FERPA provides students the following rights:

- (1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.
- (2) The right to request the amendment of the student's education records that the student believes is inaccurate.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent.

Students may not obtain copies of such records, as the information contained therein remains the property of the College.

Students may not inspect and review the following:

- Financial records of the parents or any information contained therein;
- Materials to which the student has waived their right of inspection and review including confidential letters and recommendations associated with admission, employment, or job placement; or
- Educational records containing information about more than one student, in which case the College will permit access only to that part of the record which pertains to the inquiring student.
- Any other records which are excluded from the FERPA definition of education records (e.g. law enforcement records, medical records).

Office Use Only:

Review Date: _____

Materials Reviewed: _____

Review Supervised By: _____