



APPENDIX B to Policy on Disclosure of Education Records: RECORDS REQUEST FORM

(This form is for use by non-students who seek access to education records.)

To obtain educational records from a FERPA Gatekeeper, fill out items 1-9 of this form and give to the appropriate gatekeeper listed on Appendix A. If your request is approved, you may then be asked for additional information.

1. Name of requestor: _____

2. Department: _____

3. Contact Information (phone, email, campus +4): _____

4. Records requested (describe): _____

5. Purpose for seeking records: _____

6. Have you considered seeking student consent? (explain) _____

7. Requestor's Signature: _____

(Date)

8. Signature of Vice President or Dean: _____

(Date)

9. Gatekeeper to whom request submitted: _____

Name of gatekeeper handling request: _____

- Request is:
- Approved
 - Denied
 - Approved with modification

Explanation of action: _____

Gatekeeper signature: _____

(Date)