



Request to Review Student Records Office of the Registrar

The Family Educational Rights and Privacy Act of 1974 (FERPA) aka the Buckley Amendment stipulates that all student academic records be maintained in a confidential fashion. Students have the right to know by whom and for what reasons their record has been referenced. Any administrative staff or faculty member who accesses a student file for legitimate reasons must complete and sign this form which will be placed in the student's electronic file.

Student ID #: _____

Name of student: _____

Office to which request is being made: _____

Your reason (s) for referencing this student's file: _____

While reviewing the records, where can you be found: _____

Student records cannot be removed from the building under any conditions.

I hereby agree to keep the information disclosed to me confidential according to applicable legislation and regulations and that I will not release this information to a third party without written permission from the student.

Print Name of Administrative Staff or Faculty request review

Signature of person requesting to review

Date

Submit to Registrar's Office

Email: enrollment@williamjames.edu

Phone: 617-564-9377

Fax: 617-477-2017