



### REQUEST TO INSPECT RECORDS

To the student:

Pursuant to federal law, you have the right to inspect and review your own education records. For more information on this please see the Family Educational Rights and Privacy Act of 1974 (20 USC § 1232).

By submitting this form, you have alerted Student Conduct & Conflict Resolution that you would like to inspect and review your disciplinary records. Student Conduct & Conflict Resolution will comply with a request for access within a reasonable time, not to exceed 45 days. Arrangements shall be made for the student to read his or her records in the presence of a staff member. Please be advised that Student Conduct & Conflict Resolution does not permit the copying of these records, does not allow your education records to be removed from our offices, and does not allow unauthorized individuals to inspect your records. Your records may have certain information redacted pursuant to law.

I \_\_\_\_\_ (Print Name and Student ID Number), request an inspection and review of my disciplinary records maintained by Student Conduct & Conflict Resolution.

\_\_\_\_\_  
(Student Signature) (Date)

Please let us know the best way to contact you to arrange this inspection:

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_