



FERPA RECORDS REQUEST FORM

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. FERPA gives students certain rights with respect to their education record, such as the right to inspect and review the student's record. Students requesting access to their education records must complete this form. Once this form is submitted, Fort Valley State University will respond to the student within 45 days of receipt, as required by FERPA.

Student Name: _____ Student ID: _____

Dates of Enrollment: _____ DOB: _____

E-Mail: _____ Phone: _____

Please list the specific records you are requesting to review.

I request access to the following education records concerning myself:

- Billing information, including statements, charges, credits, payment history, past due amounts, and/or collection activity
- Disciplinary information, including the results of any disciplinary hearing where I was the accused
- Financial Aid information, including awards, application information, disbursements, eligibility information
- Grades/GPA, including academic progress status and/or enrollment information
- Other _____

By signing this form, I affirm that I am the individual named on this form and that I am entitled under FERPA to request specific student records as detailed above.

Student Signature

Date

