



# FERPA COMPLAINT FORM

UC IRVINE • UNIVERSITY REGISTRAR

www.reg.uci.edu  
(949) 824 - 6124

Complete this form if you believe your student records have been disclosed improperly. Disclosure of student records are permitted when the record is not personally identifiable, the record is unrestricted public information, the student has consented to the disclosure, the record is disclosed to the student, or is permissible under FERPA and UC Privacy Policy.

\_\_\_\_\_  
Current name on UCI records (last, first, middle)

\_\_\_\_\_  
Student ID number

\_\_\_\_\_  
School

\_\_\_\_\_  
Major

**Instructions:** In the space below, provide a detailed description of your complaint including names of individuals, departments, offices, and records involved. Complaints must be made within 180 days of when the alleged infraction was discovered (not necessarily when the alleged infraction occurred).

Large rectangular area with horizontal dashed lines for writing the complaint details.

The University Registrar will investigate your complaint and will determine if a violation of FERPA and/or University Policies has occurred. You will be contacted within 10 business days to provide you with an update of the investigation.

More information is available at:

Privacy and Student Records: <https://www.reg.uci.edu/privacy/>

Student Privacy Policy Office (SPPPO): <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date