



# FERPA REQUEST *for* CORRECTION *of* RECORDS

UC IRVINE • UNIVERSITY REGISTRAR

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

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

Student ID number

School

Major

**Instructions:** In the space below, provide a detailed description of your request. Specify the record(s) you believe are incorrect and describe the desired corrections. Include the names of individuals, departments, and offices involved. Request must be made within 180 days of when the inaccuracy was discovered (not necessarily when the inaccuracy occurred).

Large empty box with horizontal dashed lines for writing the request details.

The University Registrar will forward your request to the office(s) responsible for maintaining the records in question. Please see Procedures for Seeking the Correction of Student Records (<http://www.dos.uci.edu/conduct/policy.php?s=131.00>)

More information is available at:

Privacy and Student Records: [www.reg.uci.edu/navigation/privacy.html](http://www.reg.uci.edu/navigation/privacy.html)

Family Policy Compliance Office: [www2.ed.gov/policy/gen/guid/fpco/index.html](http://www2.ed.gov/policy/gen/guid/fpco/index.html)

Student Signature

Date