



# FERPA REQUEST *to* REVIEW STUDENT RECORDS

UC IRVINE • UNIVERSITY REGISTRAR

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

As a right under FERPA and University Privacy Policy, students can inspect and review their student records maintained by the University. Student records at UC Irvine are maintained by many different departments (see [Student Record Location Index](#)). To make a formal written request, complete this form. Submit the completed form to the department maintaining the record(s) you seek to review. If you believe your request is not being processed in a timely manner contact the University Registrar.

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

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

\_\_\_\_\_  
Street address

\_\_\_\_\_  
School

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Major

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Location of record (if known)

**Instructions:** In the space below, provide a detailed description of your request. List the specific record(s) you request to review. Include any names of individuals, departments, and offices involved. Include your availability (dates and times) to review your records. Your request will be handled in a timely manner, but allow for up to 45 days for your request to be completed.

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

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