



1. Enter your Stony Brook ID number and Information in the spaces provided below.

Form with fields for Student Last Name, Student First Name, Stony Brook ID, Home Phone number, Daytime (work) phone, Student Major, College, Home address, Email Address, and Additional information.

2. Read the following statements:

Upon written request, the University shall provide a student with access to his or her educational records. The Office of the Registrar has been designated by the institution to coordinate the inspection and review procedures for student education records. Students wishing to review their educational records must make written requests to the Office of the Registrar listing the item(s) of interest. Educational records covered by FERPA will be made available within 45 days of the request.

3. Complete the following information:

I, _____ hereby request to inspect and review my education records. The records that I request to review are as follows: (please be as specific as possible)

Three horizontal lines for providing details of records to be reviewed.

When my records are ready for review, I request to be notified by: (check one)

Form with checkboxes and lines for notification preferences: Phone at, Email at, Mail sent to.

Signature of Requestor

Date

For Internal Use Only:

Form with lines for internal tracking: Date request received by University, Date Requestor notified that records are ready for review, Date of review.