

Educational Record Inspection/Review

Used by students and former students to inspect and review their educational records.



NDNU ID #

Office to which Request is Made

Last Name

First Name

Middle Name

Cell Phone Number

Home Phone Number

Email

Procedure

1. Submit completed form to the Office of the Registrar.
2. The student may inspect and review educational records in the Office of the Registrar during normal business hours, but may not make copies of materials in the educational record.

Policy

Students and former students have the right to inspect and review their education records within a reasonable period of time, but no more than 45 days after the institution has received the request. The registrar's office will contact the requestor when the education records will be available.

Information Requested and Purpose of Review

Requester Statement of Confidentiality

I hereby agree to keep the information disclosed to me confidential according to applicable legislation and regulations.

Requestor Signature

Date

OFFICE OF THE REGISTRAR

Status of Request: **Approved** **Denied**

Specify Materials Reviewed

Name of Official Supervising Review

Title

Signature of Official Approving Request

Date