Request to Inspect and Review Education Records

Under the Family Educational Rights and Privacy Act (FERPA), eligible students are afforded the right to inspect and review their education records within 45 days after the day Emerson College receives this request form. Forms may be submitted to the Office of the Registrar, Emerson College, via email (registrar@emerson.edu) or physical mail (180 Tremont Street, Boston, MA 02116 Attention Office of the Registrar).

Student Information

First Name: _____ **Last Name:** _____

Date of Birth: _____

Emerson ID or Last four digits of SSN: _____

Street Address: _____

City: _____

State: _____ **Zip Code:** _____

Country: _____

Email: _____

Phone: _____

Educational record(s) requested for inspection–please be as specific as possible:

By signing below, I affirm that I am the individual whose educational records are being requested. I hereby request access to inspect my records pursuant to my rights under FERPA and acknowledge that I must present valid photo identification prior to viewing them.

Student Signature: _____ **Date:** _____

Record Custodian Information

(To be completed by the Office of the Registrar)

First Name: _____ **Last Name:** _____

Request Received (Date): _____

Location of Record (Office): _____

Date Available: _____