

Request for Copy of Student Record

Student Name _____ Student ID# _____

Address _____

Home Phone _____ Cell Phone _____

- I am requesting a copy of my student conduct record from the Department of Student Conduct & Community Standards.
- I understand that the Department of Student Conduct & Community Standards will forward this request to the Office of General Council and the FERPA Coordinator.
- I understand other student FERPA protected information will be redacted or removed from the record.

These records have been requested in preparation for a Hearing Board or Fact-Finding Meeting on _____.

Please email the copy of my records to: _____ or

(indicate in the line above how you want to receive the documents)

Requestor Signature

Date