



The Family Educational Rights and Privacy Act of 1974 (FERPA) ensure students' rights to inspect and review their education record. UW-Stevens Point has a decentralized records retention process. Return a completed and signed form to the Office of the Registrar, or to the office from whom records are sought. The form may not be signed electronically. Questions about this policy and procedure can be directed to the Office of the Registrar at registrar@uwsp.edu.

1 Student Contact Information

Name as it appears on your UWSP student records			
First Name	Middle Name	Last Name	
Email (UWSP, if current student)	Telephone	Student ID	Today's Date
Full Mailing Address			

2 This request is for inspection of my education record, as specified below:

3 My signature confirms I have read and understand the following:

The requested education record will be made available on or before 45 days after the date listed below. You will be contacted via email regarding the date, time and location for inspection of your education record.

Signature (in pen)

Date

4 Received by University Official

School Official's Name:	School Official's Signature:	Date Request Received:

5 Fulfilled by University Official

School Official's Name:	School Official's Signature:	Date Request Fulfilled:
Student's Signature:		