



STUDENT REQUEST TO REVIEW EDUCATION RECORDS

Instructions:

1. Please read the Procedures for Inspection and Review of Education Records before filling out this form.
2. Submit the completed form to the Office of the Registrar at registrar@nevadastate.edu or at 1300 Nevada State Drive, Henderson, NV 89002.

Name: _____ Date of Request: _____
Last First MI

NSHE ID: _____ Phone #: _____

NSU Email: _____ Personal Email: _____

Address: _____

Under the provisions of the 1974 Family Education Rights and Privacy Act (FERPA), I hereby request to **review** the following education record (specify Education Records to be reviewed):

For the following date range:

From: _____ to _____

Purpose of Review: _____

Student Signature: _____ Date: _____

You have the right to request an amendment to your education record if you believe any of the record is inaccurate or misleading.

FOR OFFICE USE ONLY

Received by: _____ Date: _____

Inspection/Review date: _____ Supervised by: _____



STUDENT REQUEST TO AMEND EDUCATION RECORDS

Instructions:

1. Please clearly identify the part of the record(s) to be changed and specify why the record is inaccurate.
2. Attach any supporting documentation, if necessary.
3. Submit the completed form to the Office of the Registrar at registrar@nevadastate.edu or at 1300 Nevada State Drive, Henderson, NV 89002.

Name: _____ Date of Request: _____
Last First MI

NSHE ID: _____ Phone #: _____

NSU Email: _____ Personal Email: _____

Address: _____

Under the provisions of the 1974 Family Education Rights and Privacy Act (FERPA), I hereby request to **amend** the following education record (specify Education Records to be amended):

Complete the following:

1. I request to change in content from: _____

To: _____

2. The following misleading date is present: _____

3. I believe it is in violation of my rights of privacy under the 1974 Family Educational Rights and Privacy Act as outlined below:

Student Signature: _____ Date: _____

FOR OFFICE USE ONLY

Received by: _____ Date: _____

Approved: _____ Denied: _____ Registrar Officer/Signature: _____