

## Procedure for Inspection and Review of Education Records

The University's procedures regarding the inspection and review of education records under the Family Educational Rights and Privacy Act (FERPA) are as follows:

1. To facilitate the gathering and inspection of student records, all requests must be submitted in writing to registrar@nevadastate.edu or the

Office of the Registrar  
1300 Nevada State Drive  
Henderson, NV 89002.

2. Requests to other university offices or verbal requests will not be fulfilled.
  - a. The request must include:
    - i. Full name
    - ii. NSHE ID number
    - iii. The specific education records requested
    - iv. Current email address
    - v. Current physical address
    - vi. Signature and date
3. The University will notify the student of receipt of the request. If a student's request is unclear or insufficiently specific, a representative from the Office of the Registrar may discuss the request with the student to assure that the appropriate records will be gathered for the student's review. The University has up to 45 calendar days to respond to requests, beginning on the day following the business day (Monday-Friday, other than holidays) that the request was received.
4. A representative from the Office of the Registrar will coordinate with relevant University offices to gather the requested records; review the records to confirm that they are complete; and redact any FERPA-waived recommendations, information about other students subject to FERPA privacy obligations, or any other information protected from disclosure by FERPA or other applicable law. Finally, records will be gathered as of the request date. Any education records added after the request date will require an additional request to inspect and a new 45-calendar-day period will commence for those records.
5. Education records belong to the University and, although students have the right to review and request amendments, students are not authorized to photocopy, photograph, or otherwise image or duplicate University records. Students may, however, take personal notes regarding their educational records. Students should be mindful of the risks of sharing personal information from their educational records with those who are not subject to FERPA's privacy requirements.
6. Parental statements of financial resources will remain confidential. Where parents indicate a willingness for the information in such statements to be shared with the student, the statements will be made available to the student upon request.
7. An Office of the Registrar representative will make arrangements with the student to inspect the records. If, after reviewing their educational records, a student believes that certain records encompassed by the request were not made available for inspection, the student should submit a follow-up request clarifying the additional records the student believes exist.