



# FERPA Request for Formal Hearing To Amend or Remove Education Records Office of the Registrar

## Student Information

Student ID#: \_\_\_\_\_ Student Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

I request a formal hearing concerning correction or removal of what I believe to be inaccurate or misleading information contained in my education record. The following education record(s) is/are being contested:

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I am contesting the information because (please use an extra page if additional space is needed):

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Please notify me of the date, time, and place of the hearing.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

## First Endorsement

The decision of the Hearing Panel is as follows (please use back of form if additional space is needed):

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\_\_\_\_\_  
*(Chairperson of Hearing Panel) Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Chairperson's Signature*

**Note:** If the student disagrees with the Hearing Panel's decision, he/she has the right to place in his/her record a written statement commenting on the information in the record and/or stating his/her reasons for disagreeing with the decision. This explanation will become part of the student's education record as long as this record is maintained and whenever a copy of this record is sent to any party, the explanation will accompany it.

**The chairperson of the Hearing Panel must send copies of the Panel's decision to the student requesting the hearing.**

**Please return this form to the Registrar's Office**