

## Records Request Form (FERPA)

This form may be used to submit a request to view specific student records as permitted by the Federal Educational Rights and Privacy Act, 1974.

Once your request is received, the University will respond within 45 days.

### Name

First

Last

Any other name under which you were enrolled at Tulane (separate by commas if more than one)

### Tulane Student ID Number

### Email

Phone (e.g. 504-555-1234)

Admit Term (i.e., your first term of enrollment at Tulane. For example, Spring 2011)

Last semester and year of attendance; if you are a current student enter "current"

Birthdate (MM/DD/YYYY)

### RECORDS REQUESTED

List the specific records you are requesting to review. Note that a request to review "all records" is not sufficient to identify the records you would like to review.

I request access to the following educational records concerning myself:

By checking the following box, I affirm that I am the individual named on this form and that I am entitled under FERPA law to request specific student records as detailed above.