

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.

First Name

Last Name

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

Tulane Student ID Number

Birthdate (MM/DD/YYYY)

Email

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

Admit Term (i.e., your first term of enrollment at Tulane. For example, Spring 2019)

Admit Level

Admit School or College

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

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 this 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.

Signature

Date