



## Student Request to Inspect and Review Education Records

To: Custodian of Records (Registrar), Texas Southern University

I wish to inspect my education record located in the following office(s):

\_\_\_ Financial Aid \_\_\_ Admissions and Records \_\_\_ Dean of Student Life \_\_\_ Other: \_\_\_

Student Name: \_\_\_\_\_ TSU ID: \_\_\_\_\_

Student Email: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To: Student

Your request for inspection of your record was received on \_\_\_\_\_.

The requested record will be available on or before 45 days after the date listed above. You will be contacted via email regarding the date, time, and location for inspection of your educational record.

School Official's Signature: \_\_\_\_\_ Date Request Received: \_\_\_\_\_

To: Custodian of Records

I have inspected or have been informed of the contents of the requested education record identified above and am satisfied with its accuracy and completeness.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To: Custodian of Records

I have inspected or have been informed of the contents of the requested education record identified above and am not satisfied with its accuracy and completeness for the following reasons(s) (use back of sheet if necessary): \_\_\_\_\_

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Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This form may not be submitted electronically. Return the completed form to TSU's Office of the Registrar. Questions about this policy and procedure may be directed to TSU's Office of the Registrar. Students wishing to have their education records amended must submit a letter to TSU's Office of the Registrar. Observations of the record custodian of disposition of this request should be written on the back of this sheet.

Record Custodian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_