Student Education Records Review Request Form
The Family Education Rights and Privacy Act of 1974 allows eligible students the right to review their education records. Any student wishing to review his or her education record must complete this form, listing the specific records the student wishes to inspect and review. In order to protect the confidential nature of your education records, you will have to show your Campus ID or some other form of proper identification at the time you are given access to your records. UWM will notify you within forty-five (45) days of this request as to the time and place where the review of your education records will take place.

NAME: ___________________________ CAMPUS ID #: ________________
ADDRESS: __________________________
CITY: ___________________ STATE: _____ ZIP: ______ PHONE: __________
TIMES YOU CAN BE REACHED AT THIS NUMBER __________________________

☐ Please check the box if you believe that you will be requesting copies of your education records.
Number of Copies desired: _____

Result of Inspection:
A. I have inspected the records identified above and am satisfied with the accuracy and completeness of those records.

_____________________________ ________________________
Student Signature Date

or

B. I have inspected the records identified above and am not satisfied with the accuracy and completeness of those records. I will submit on a separate form (available from Registrar’s Office) a formal challenge of those records.

_____________________________ ________________________
Student Signature Date

FOR OFFICE USE ONLY:

Date Records Shown: ______________ Person Providing Records: ______________
List of Records shown: ______________________________________________________
Type of Identification shown by student: ______________________________________

This form can be obtained from Registrar’s Office, Mellencamp Hall 212 or by calling 414-229-6571