

Request to Inspect Records

Pursuant to federal law, you have the right to inspect and review your own education records. For more information on this, please see the Family Education Rights and Privacy Act of 1974 (20 USC § 1232).

By submitting this form, you have alerted the Office of Community Standards and Wellness that you would like to inspect and review your student conduct records. The Office of Community Standards and Wellness will comply with a request for access within a reasonable time, not to exceed 45 days.

Arrangements shall be made for the student to read his or her records in the presence of a staff member. Please be advised that the Office of Community Standards and Wellness does not permit the copying of these records, does not allow your education records to be removed from our offices, does not allowed unauthorized individuals to inspect your records, and that your records may have certain information redacted pursuant to law.

I, _____ (Please print name and Student ID Number),
request an inspection and review of my disciplinary records maintained by the Office of
Community Standards and Wellness.

Student Signature

Date

Please let us know the best way to contact you to arrange this inspection:

Student Name: _____ Student ID#: _____

Address: _____ Phone#: _____

*This form can be dropped of in Tivoli 259 or faxed to 303-352-3751
If you have any questions regarding this form please contact us directly at 303-556-2444.*