

**INSTRUCTIONS.** University of North Texas policy and the Family Educational Rights and Privacy Act (FERPA), a federal law that gives students the right to inspect and review their education records, allows you to review and request a copy of your records maintained by the Dean of Students Office (DOS). Students may request their record by completing this form and submitting it to the DOS. The DOS will respond to all requests within 45 calendar days from the date the request is submitted. A DOS representative will contact you to schedule a time when you may inspect or pick up your record.

**STUDENT INFORMATION**

Name: \_\_\_\_\_

ID: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Please specify what record you are requesting:

**ACKNOWLEDGEMENT.** By completing and signing this form you acknowledge that personally identifiable information about any student other than you that may be in your record must be redacted in accordance with university policy and FERPA before you are allowed to review or receive a copy of the record.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**DEAN OF STUDENTS OFFICE USE ONLY**

Received date: \_\_\_\_\_ Receiving staff: \_\_\_\_\_

Completed date: \_\_\_\_\_ Completed by: \_\_\_\_\_

Retain this form with the original record.