



# Stony Brook University

## Request to Inspect and Review Education Records

Return completed form to:  
OFFICE OF THE REGISTRAR  
276 Administration Bldg.  
Stony Brook, NY 11794-1101

### 1. Enter your Stony Brook ID number and Information in the spaces provided below.

Student <b>Last</b> Name (Please Print)	Student <b>First</b> Name	Stony Brook ID <input type="checkbox"/> (if unknown, provide SS# <input type="checkbox"/> □□□ □□□ □□□	
Home Phone number with area code ( )	Daytime (work) phone with area code ( )	Student Major (if applicable) □□□	College (if applicable) <input type="checkbox"/> CAS <input type="checkbox"/> CEAS
Home address including street number, city, state and zip code			
Email Address		Additional information:	

### 2. Read the following statements:

Upon written request, the University shall provide a student with access to his or her educational records. The Office of the Registrar has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions, academic and financial files. Students wishing to review their educational records must make written requests to the Office of the Registrar listing the item(s) of interest. Educational records covered by FERPA will be made available within 45 days of the request.

### 3. Complete the following information:

I, \_\_\_\_\_ hereby request to inspect and review my education records. The records that I request to review are as follows: (please be as specific as possible)

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When my records are ready for review, I request to be notified by: (check one)

Phone at \_\_\_\_\_

Email at \_\_\_\_\_

Mail sent to \_\_\_\_\_

Signature of Requestor

Date

### For Internal Use Only:

Date request received by University: \_\_\_\_\_

Date Requestor notified that records are ready for review: \_\_\_\_\_

Date of review: \_\_\_\_\_