



Request to Inspect and Review Academic Records

Date: _____

To: Registrar

I wish to inspect the following records:

Name of Requestor: _____

ID #: _____

Preferred Method of Contact: _____

According to the Requestor:

Records were correct

Records were incorrect. Attach letter identifying incorrect information with an explanation.

**Note to Student: According to FERPA, Lincoln College has 45 days from the above date to comply with this request. Your records will be located and gathered for your review. The Registrar will notify you once the records are available.*

Date of Record Review: _____

Location of Review: _____

LC Official assisting Requestor: _____

Registrar's Findings: _____

Amendment to Record: APPROVED DENIED

Signature of Registrar: _____ Date: _____