I, ____________________________ , upon viewing the following document(s) ____________________________, created or authorized by ____________________________, dated ____________, and contained in my education records, hereby question the content accuracy of the document(s). (specific content questioned) ________________________________________________

________________________________________

I am therefore requesting that the following action be taken:

☐ That the entire document be destroyed.
☐ That the document be returned to the originator.
☐ That the specific portion in question be removed from my folder.
☐ That this request be permanently affixed to the document.
☐ That the following be substituted for the questioned portion:

________________________________________

________________________________________

The reason for my request is ____________________________________________

________________________________________

________________________________________

________________________________________

(Use back if additional space is necessary)

I understand that the author of the document described above will be provided an opportunity to review the document and indicate his position relative to my request. Should the author choose to respond, I understand I will be provided access to his reply.

Signature of Student ____________________________/ ____________________________ (date)

FERPA Form 5 (1988)