I have read the request to amend student education records regarding ____________________, dated ______________________________

by ________________________ and recommend the following:

☐ That the entire document be destroyed.

☐ That the document be returned to me.

☐ That the specific portion in question be removed from the student’s folder.

☐ That the following be substituted for the questioned portion:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

That the contents of the document remain unchanged.

This request is made because __________________________________________________________________________

________________________________________________________________________

________________________________________________________

(Use back if additional space is required)

I understand that if I do not respond within seven working days after receiving notice of this request, the University may proceed on the basis of available information. I further understand that this reply will be made available to the student.

Signed __________________________ / __________

(date)

Title __________________________________________

FERPA Form 6 (1988)