

APPENDIX G

(Please type or print clearly)

UNIVERSITY OF HAWAI'I
RESPONSE TO STUDENT REQUEST
TO AMEND EDUCATION RECORDS BY THE CREATOR OF THE DOCUMENT

I have read the request to amend student education records regarding _____, dated
(type of document)

_____ by _____ and recommend the following:
(name of student)

- 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 _____