



MARQUETTE
UNIVERSITY

Request to Inspect Educational Records Under the Family Rights and Privacy Act (FERPA) of 1974

To review the *Procedure to Inspect Education Records* policy and procedures visit the University website at:
www.marquette.edu/osd/policies/doc/Student_Handbook.pdf

Date: _____

To the Marquette University Registrar:

I request to inspect my education record maintained in the Office of the Registrar.

Student Name: _____
Last First Middle

Address: _____
Street City State Zip

Date of Birth: _____ MUID or Social Security Number: _____

Daytime Phone: _____ Email: _____
Current students: Use your Marquette email address.

Purpose of Inspection:

Student's Signature: _____ Date: _____

For use once the review of file has occurred:

I have inspected and am fully informed of the contents of the requested education record identified above and am satisfied with it completeness.

Student's Signature: _____ Date: _____

Review Facilitated by OTR Staff: _____ Date: _____