



Request to Inspect and
Review Education
Records

Return completed form to:
OFFICE OF THE REGISTRAR
Att: Nassau Community
College Registrar
One Education Drive
Garden City, New York 11530

1. Enter your Nassau Community College ID number and Information in the spaces provided below.

Student <u>Last</u> Name (Please Print)	Student <u>First</u> Name	N.C.C. ID <input type="checkbox"/> (if unknown, provide SS# <input type="checkbox"/> □□□ □□□ □□□	
Home Phone number with area code ()	Daytime (work) phone with area code ()	Student Major (if applicable)	
Home address including street number, city, state and zip code			
Email Address		Additional information:	

2. Read the following statements:

Upon written request, the College shall provide a student with access to his or her educational records. The Office of the Registrar has been designated by the institution to coordinate the inspection and review procedures for student education records. Students wishing to review their educational records must make written requests to the Office of the Registrar listing the item(s) of interest. Educational records covered by FERPA will be made available within 45 days of the request.

3. Complete the following information:

I, _____ hereby request to inspect and review my education records. The records that I request to review are as follows: (please be as specific as possible)

When my records are ready for review, I request to be notified by: (check one)

Phone at _____

Email at _____

Mail sent to _____

Signature of Requestor

Date

For Internal Use Only:

Date request received by Nassau Community College: _____

Date Requestor notified that records are ready for review: _____

Date of review: _____