

SOUTHWESTERN

LAW SCHOOL Los Angeles, CA

Student Records Request Form

Under the Family Educational Rights and Privacy Act (FERPA), a student has the right to access and examine their education records. Southwestern students may inspect their academic transcript during normal working hours in the Registrar's Office. To see other education records, a student must submit this Student Records Request Form to the Registrar's Office. A mutually convenient time for the student to review the requested records will be arranged within 15 business days after Southwestern receives the form. The student may examine all records requested except for those specifically exempted by Part 99 of Title 34 of the Code (e.g., parent financial records, letters of recommendation, etc.)

Instructions: Select the educational records that you would like to inspect. Return this form to the Registrar's Office at registrar@swlaw.edu or W102. The appropriate department will contact you within a week to arrange a review session.

☐ **ACADEMIC RECORDS**

Please describe records request:

☐ **FINANCIAL AID RECORDS**

Please describe records request:

☐ **DISCIPLINARY RECORDS**

Please describe records request:

FOR OFFICE USE ONLY

DATE RECEIVED _____ RESPONSIBLE DEPARTMENT _____

REVIEW SCHEDULED _____ REVIEW HELD ON _____

PROCESSED BY (**Print Name**) _____