



Request to Inspect and Review Education Records

Students have the right to inspect and review their education records within 45 days of the date the University Official receives an access request. Students should submit a written request to the University Official or Office that maintains the record they wish to inspect.

Student Information

University Official or Office maintaining record

Full Name (first, middle, last)

Name (first and last)

Student Identification Number (917#)

Location of Record (office)

Address

Date Request Received

City, State, and Zip

Date Available

Telephone

University Official Signature

Email Address (UWG email preferred)

I wish to inspect the following education record(s):

Student's Signature

Date

**RETURN FORM AND
COPY OF A PHOTO ID TO:**

The University Official or Office that maintains the record they wish to inspect.

The University Official or Office **must** forward form to the Momentum Center, so a copy can be saved in the Student's record. EMAIL studentsolutions@westga.edu.