



UNIVERSITY OF RICHMOND  
FOUNDED 1830

**The University of Richmond**  
The Office of the University Registrar  
Student Request to Inspect and Review Education Records

**To: The University Richmond, Office of the University Registrar**

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

\_\_\_\_\_

maintained in the following office(s): \_\_\_\_\_

Print Name (student): \_\_\_\_\_ SS# \_\_\_\_\_

Local/Campus Address: \_\_\_\_\_

To: Student

Your request for inspection of your records was received on \_\_\_\_\_

The requested record will be available for review on \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

To: Office of the University Registrar

I have inspected and/or have been informed of the contents of the requested education identified above and am satisfied with its accuracy and completeness.

Date: \_\_\_\_\_ Student's Signature: \_\_\_\_\_

To: Office of the University Registrar

I have inspected and/or have been informed of the contents of the requested education identified above and am not satisfied with its accuracy and completeness for the following reason(s) (use back of sheet if necessary):

\_\_\_\_\_

Date: \_\_\_\_\_ Student's Signature: \_\_\_\_\_

Students wishing to have their education records amended must complete a "Request to Amend Education Records" form. This form is available from the University Registrar's Office, Sarah Brunet Bldg, Rm. 101, Univ. of Richmond, VA 23173.

Observations of the record custodian of disposition of this request should be written on the back of this sheet.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_