



# Widener University

## Records Request Form (FERPA)

This form may be used to submit a request to view specific student records as permitted by the Federal Educational Rights and Privacy Act, 1974.

Once your request is received, the University will respond within 45 days.

**Name**

First

Last

**Any other name under which you were enrolled at Widener (separate by commas if more than one)**

**Widener Student ID Number**

**Email**

**Phone (e.g. 610-555-1234)**

**Admit Term (i.e., your first term of enrollment at Widener. For example, Spring 2018)**

**Last semester and year of attendance; if you are a current student, enter "current"**

**Birthdate (MM/DD/YYYY)**

**RECORDS REQUESTED**

List the specific records you are requesting to review. Note that a request to review "all records" is not sufficient to identify the records you would like to review.

I request access to the following educational records concerning myself:

By checking the following box, I affirm that I am the individual named on this form and that I am entitled under FERPA law to request specific records as detailed above.

**Signature**

**Date**

\*Attach a photocopy of government issued identification such as a driver's license or passport