



2020– 2021 STUDENT REQUEST TO REVIEW EDUCATION RECORDS

Key Definitions: FERPA revolves around the central term “**education records**”, which is defined as follows

Those records that are:

- (1) Directly related to a student; and
- (2) Maintained by the University or by a party acting for the University.

“Directly related”: A record is considered to be “directly related” to a student if it contains “personally identifiable information” about that student.

Thus, you do not have a right under FERPA to view records that do not contain “personally identifiable information” about you , even if such documents are located in “your” financial aid file. Examples could include documents that are purely about your parents. **Please also be aware that UNCG is prohibited from disclosing any and all parental financial information to a student unless specifically authorized in advance to do so by the parent(s)** (Parent must complete the “Parent Request to Review Education Records” form). Also, the student is not allowed to view confidential letters and statements of recommendation, if the student has waived the right to review and inspect those documents and they are related to the student’s admission, application for employment, or receipt of an honor or honorary recognition. Finally, “personally identifiable information” about other students will be redacted from your education records before you are allowed to view them.

Student Name _____ Student ID _____
Last First Middle

Provide the address to which you would like your information sent:

Address _____
Street City State Zip Code

Telephone (_____) _____ E-mail _____

SECTION ONE: As a current/former UNCG student, I wish to:

Receive a copy of the following financial aid records:

Year (s) of records: 2017-2018 2018-2019 2019-2020 2020-2021

I am seeking the following information and/or documents (please be as specific as possible - copy of verification worksheet, student 1040, student award letter):

You may not be allowed to view documents in your file that do not meet the definition of “education records”. Parent information will be omitted from the information provided. Information about other students will also be omitted or redacted.

The UNCG Financial Aid Office will provide a response to your request to review your financial aid records within 10 working days of receipt of this form. If you do not receive a response to your request within 15 days of the signature date, please contact the UNCG Financial Aid Office.

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SECTION TWO: Signature Authorization

Under penalty of perjury my signature below affirms that the information given above is true & accurate to the best of my knowledge.

Signature _____ Date _____

If not completed in the presence of a Financial Aid Office representative, then notarization is required:

On this, the _____ day of _____, 20____, before me, a notary public and the undersigned officer, personally appeared _____, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument, and acknowledged that he executed the same for the purposes therein contained. In witness hereof, I hereunto set my hand and official seal

Notary Public Commission expires: _____

For Office Use Only

Complete below if the student signed this form and provided valid picture identification to a FAO representative.

FAO Representative Initials _____ Date _____