



# MILLIKIN UNIVERSITY®

Registrar's Office  
1184 West Main Street  
Decatur, Illinois 62522

## Request to Inspect Records

217.424.6217  
217.420.6789  
www.millikin.edu

### Student Information:

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Previous Name (if applicable): \_\_\_\_\_

Office in which Request was made : \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

An eligible student's FERPA rights include the right to inspect and review his/her education record(s) within 45 days after the day Millikin University receives a request for access. A student should submit to the Office of the Registrar a written request that identifies the record(s) the student wishes to inspect.

### Request to Inspect Student Records:

What record(s) do you request to personally inspect?

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

#### Office Use Only:

Date Record Was Reviewed: \_\_\_\_\_ Time Reviewed: \_\_\_\_\_

Signature Of Student Once Record is Reviewed: \_\_\_\_\_

Office Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_