

FORM-9040-04: Request to Inspect & Review Ed. Rec. Form

Origination:9-22-2020

Approved:9-22-2020;06-13-2024 Effective:9-22-2020;06-13-2024

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## Request to Inspect and Review Education Records Student, please complete the top section and email this form to Registrar@rrcnpa.org

## Student Student ID Number: Name: Email Address: Address: I wish to inspect the following education record(s): Date: Signature: Office of the Registrar Name: Title: Date Request Received: Date Documents will be Available:

The Office of the Registrar must provide the records requested electronically to the student's college email within 30 calendar days. The request must come directly from the student's college email to authenticate the identity of the student.

Date:

Signature: