



;06-13-2024

FORM-9040-05: Request to Amend or Remove Ed. Rec. Form

**NORTHERN
PENNSYLVANIA
REGIONAL COLLEGE**

Origination:9-22-2020

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

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

Reviewed: 05-07-2024;06-13-2024

Last Updated:05-07-2024

Request to Amend or Remove Education Records

Student: Please complete the top section and email this form to registrar@rrcnpa.org.

Name:	Student ID Number:
Address:	Email Address:

I have reviewed my education records held within the Office of the Registrar at Northern Pennsylvania Regional College. The records I believe to be inaccurate, misleading, or otherwise in violation of my privacy rights under NPRC Policy NPRC-9040: Educational Rights and I request be amended in the following way(s) are:

Record	Requested Amendment and Reason for Request to Amend

I request that the following document(s) be removed from my file:

Record	Reason for Request to Remove

Signature:	Date:
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Office of the Registrar

Name:	Title:
Type of Request:	Date:

Reason for Approval/Disapproval:

Signature:	Date:
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Appeals of the Office of the Registrar's decision may be made by completing Form-9040-06: Student Request for Formal Hearing. This form is available through the College's website or the Office of the Registrar.

The Office of the Registrar must process the request within 20 working days of receipt of request and send a copy of this completed form to the student making the request and to the appropriate Academic Director.