Student Request to Inspect and Review Education Records
Office of the University Registrar, University of Richmond

To: The University Richmond, Office of the University Registrar

I wish to inspect the following educational record(s): ____________________________________
maintained in the following office(s): ________________________________________________
Print Name (student): _____________________________________ Student ID#__________
Local/Campus Address: ____________________________________________________________

To: Student

Your request for inspection of your records was received on _______________________
The requested record will be available for review on _____________________________
Date: ________________ Signature: _________________________________________

To: Office of the University Registrar

I have inspected and/or have been informed of the contents of the requested education
identified above and am satisfied with its accuracy and completeness.
Date: _______________ Student’s Signature: _________________________________

To: Office of the University Registrar

I have inspected and/or have been informed of the contents of the requested education
identified above and am not satisfied with its accuracy and completeness for the following
reason(s) (use back of sheet if necessary):
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
Date: _______________ Student’s Signature: _________________________________

Students wishing to have their education records amended must complete a “Request to Amend
Education Records” form. This form is available from the University Registrar’s Office, Queally
Center, 3rd floor, Univ. of Richmond, VA 23173.

Observations of the record custodian of disposition of this request should be written on the back
of this sheet.
Date: ________________ Signature: ____________________________________________

11/2017