



# CALIFORNIA NORTHSTATE UNIVERSITY

## Request to Inspect & Review Education Records

Office of the Registrar  
9700 West Taron Drive  
Elk Grove, CA 95757  
CNRegistrar@cnsu.edu  
Fax: (916) 686-6432

### INSTRUCTIONS Complete, print, sign, and submit to the Office of the Registrar.

Students who wish to inspect and review their education records must do so by submitting the Request to Inspect & Review Education Records Form to the Office of the Registrar. This form is located on campus and on the CNU website. The right to inspect and review the student's education records within 45 days after the day California Northstate 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. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

Students have the *right* to view their "education record," except: Information about other students, financial records of parents, and confidential letters of recommendation if they waived their right of access (which cannot be required).

### STUDENT INFORMATION

Name: \_\_\_\_\_  
Last First Middle  
Student ID #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ College: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Personal Email \_\_\_\_\_

### RECORD(S) REQUEST

I wish to inspect the following student record(s):

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_
- 7) \_\_\_\_\_
- 8) \_\_\_\_\_

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

### OFFICE OF THE REGISTRAR USE ONLY

Date Request Received:	Date Processed:
Date Student Notified of Inspection:	Date and Location of Inspection:
Inspection Completed By: _____ Title _____	