



Family Education Rights and Privacy Act  
Request to Inspect and Review Education Record(s)

Vatterott Educational Centers, Inc. ("Vatterott") seeks to ensure the accuracy and privacy of education records. To this end, our organization adheres to the guidelines of the Family Educational Rights and Privacy Act ("FERPA"), as amended, which provides privacy protection for all students.

Among other things, under FERPA, a student has a right to inspect and review his or her education record(s) within 45 days of the day Vatterott receives a request for access. With certain exceptions, an "education record" is defined under FERPA as any record: (1) from which a student can be personally identified; and (2) that is maintained by the institution.

In order to inspect and review his or her education record(s), a student must complete this form and return it to the Director of Education. Please note that this form cannot be accepted until all fields are complete.

Also, please note that copies of requested education record(s) will only be provided in the event that circumstances effectively prevent a student from exercising the right to inspect and review the requested education record(s) and no other feasible arrangements can be made. In such circumstances, a fee may be charged to cover the production of copies.

I, the undersigned, request access to the education record(s) listed below. I understand that, within 45 days of the day Vatterott receives this completed form, Vatterott will make arrangements for access and notify me of the time and place where the requested education record(s) may be inspected and reviewed. I also understand that copies of requested education record(s) will only be provided in the event that circumstances effectively prevent me from exercising the right to inspect and review the requested education record(s) and no other feasible arrangements can be made. In such circumstances, a fee may be charged to cover the production of copies.

Education record(s) to be inspected and reviewed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Available date(s) to inspect and review the requested education record(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Print Student Name)

\_\_\_\_\_  
(Student Identification Number)

\_\_\_\_\_  
(Student / Parent Signature)

\_\_\_\_\_  
(Date)