

**The University of Alabama in Huntsville**  
**STUDENT REQUEST FOR ACCESS TO RECORDS**

To: \_\_\_\_\_, Records Official

From: \_\_\_\_\_, Student

I, the undersigned student presently/formerly enrolled at The University of Alabama in Huntsville, request the opportunity to inspect and review part of my education record maintained in your custody. In connection with the request, I submit the following:

Student ID #: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Record, file, or item to inspect: \_\_\_\_\_

Signature: \_\_\_\_\_

Student

Date: \_\_\_\_\_

**Note:** If unable to submit this request in person, your signature must be witnessed and certified in the space below by a Notary Public.

Subscribed and sworn to (affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, at \_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

---

To: \_\_\_\_\_, Student

From: \_\_\_\_\_, Records Official

Your request for access to your education record was received on \_\_\_\_\_, 20\_\_\_\_.  
The requested record will be available for your inspection and review as follows:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

Means of Access: \_\_\_\_\_ Receipt # of Copying Fee (if applicable) \_\_\_\_\_

Signature: \_\_\_\_\_

Records Official

Date: \_\_\_\_\_