

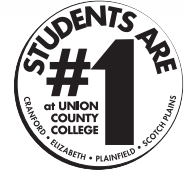
**Transforming
Our Community...
One Student
at a Time**

CRANFORD CAMPUS
(908) 709-7000

ELIZABETH CAMPUS
(908) 965-6000

PLAINFIELD CAMPUS
(908) 412-3599

SCOTCH PLAINS CAMPUS
(908) 709-7000



**STUDENT RECORDS ACCESS/RELEASE
REQUEST FORM**

(FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974)

I _____, hereby request permission to review my personal records on
(print full name)

file at the College as follows:

Please indicate the specific records you wish to access, i.e., transcript, grade reports, etc. (All or any of the above).

Comments:

I give permission to Union County College to release my records to my parent(s), legal guardian, or outside agencies or institutions as appropriate. Please print name(s) below and any special instructions.

Student's Signature

Date

Social Security Number

Approximate Dates of Attendance

SPECIAL NOTATION

The College is legally granted a grace period of 45 days in which to comply with requests for student access to records. Union County College will make every effort to expedite all requests within a reasonable time period. Students should also be reminded that the following information is exempt from review by students:

- A. Confidential letters of recommendation.
- B. Personal notes of instructors and administrators which are retained in their possession.
- C. Medical and Mental Health information.
- D. Parent's Financial Statements (PCS Forms).

Authorized College Official Signature

Date