

Educational Record Amendment Form  
**FERPA Form**

<b>Requested By (Student):</b>		
LAST NAME	FIRST NAME	MI
DAYTIME PHONE NUMBER	EMAIL ADDRESS	

**Procedures for Requesting Amendment of Educational Records**

1. A student may request that his or her educational records be amended if the student believes the records contain information that is inaccurate, misleading, or in violation of the student's privacy rights. The request should be made in writing to the IIT official maintaining the record and state specifically which part of the records should be amended and explain why the student believes such part is inaccurate, misleading, or a violation of his or her privacy rights. The IIT official will review the request and respond to the student within a reasonable amount of time. If there is a decision to amend the record, the student will be informed of such in writing.
2. If the IIT official decides against amending the record, the student may request a hearing on the matter. The request for a hearing must be in writing and be directed to the Registrar, who shall appoint a hearing officer to decide the matter. The hearing officer, a disinterested person in the matter, will conduct a hearing during which the student may be assisted by one or more individuals. The hearing officer shall prepare a written decision which will be based solely on the information presented at the hearing and contain a summary of what was presented and the reasons for the decision. As noted in paragraph 1, if there is a decision to amend the record, the student will be informed of such in writing. You will find additional information about FERPA at the following IIT website: [web.iit.edu/registrar/ferpa](http://web.iit.edu/registrar/ferpa).
3. If the hearing officer denies the student's request to amend his or her record, the student will be notified in writing of his or her right to place in the record a statement commenting on the challenged information or stating why the student disagrees with the decision. This statement will remain a part of the student's record along with the contested portion of the record for as long as the record is maintained. The statement will be disclosed whenever the contested portion of the record is disclosed.

**If there is insufficient space on this form, attach separate sheets – please type or print.**

What type of educational record do you seek to amend? *Please check all that apply.*

- Academic       Financial       Disciplinary       Other

I assert that the document(s) described below contain(s) information that is: *Please check all that apply.*

- incomplete       incorrect       misleading       in violation of privacy rights

The document(s) containing the information is/are:

The information which needs changing is:

The reasons why I claim the information is incomplete, incorrect, misleading, or in violation of privacy rights are:

*Please attach any documentation which would support your claim and indicate which, if any, documents should be returned to you.*

The records should be amended to indicate the following:

By submitting this signed form, I certify that I have read the form in its entirety and that the information I presented on the form is accurate. I want to initiate the process to amend my education record(s) listed above.		
CWID - CAMPUS WIDE IDENTIFICATION NUMBER (Ex. A20208396)	STUDENT SIGNATURE	DATE

<b>OFFICE USE ONLY</b>		
DATE RECEIVED BY REGISTRAR'S OFFICE	RECEIVED BY	
<b>DISPOSITION OF REQUEST FOR AMENDMENT OR APPEAL OF EDUCATIONAL RECORD</b>		
<input type="checkbox"/> Appeal Upheld and Record Amended	<input type="checkbox"/> Appeal Denied	Notification of Disposition Provided to Student:
		DATE
DATE	REGISTRAR'S SIGNATURE	Rev. 08/2018

**Documentation of Disposition and Notification of Disposition are to be attached to this form.**