

FERPA Record Review Request

CONCORDIA UNIVERSITY CHICAGO
OFFICE OF THE REGISTRAR

Please note that Concordia University Chicago will not supply the following documentation per the FERPA legislation:

1. Financial records, including any information those records contain, of his or her parents.
2. Confidential letters and confidential statements of recommendation placed in the education records.
3. Sole possession records (memory aids of instructional, administrative and educational personnel).

For the full list of items we cannot provide please refer to CUC's full FERPA policy.

Name: _____ | Student H Number: _____

Date of Birth: _____ | Last 4 Digits of SSN: _____

ADDRESS INFORMATION Please provide mailing address to which CUC will send record documentation.

Address: _____ | City: _____

State: _____ | Zip: _____ | Country: _____

RECORD REQUEST Please list the records you are requesting to review below. Records will be sent within forty-five days of the request.

SIGNATURE Forms without signatures/dates will not be accepted.

Student Signature: _____ | Date: _____

SUBMISSION INSTRUCTIONS

Submit completed form to Registrar@CUChicago.edu

