



REQUEST TO INSPECT & REVIEW EDUCATION RECORDS

The Registrar’s Office oversees registration at Texas A&M University-Commerce. All permanent, official, and final records of students who have attended Texas A&M University-Commerce are housed in and released by the Registrar’s office located in the Student Access & Success Center on the Commerce Campus. A student will be provided access to their record within a reasonable time after submission of this form (or a written request) to the University Registrar. Suitable arrangements will be made to permit the records to be reviewed in the presence of the University Registrar (or her designee).

TO: Texas A&M University-Commerce Registrar

This is a request to inspect my educational records, located in the Registrar’s Office.

STUDENT NAME _____ CWID _____

STREET ADDRESS _____

CITY & STATE _____ ZIP CODE _____

PHONE _____ EMAIL _____

TO: STUDENT

Your request for inspection of your record was received on _____

The requested record will be available for review on _____

Date Record will be Available in the Registrar’s Office

REGISTRAR’S SIGNATURE _____ DATE _____

TO: Texas A&M University-Commerce Registrar

() I have inspected and/or have been informed of the contents of the requested education record Identified above and am satisfied with its accuracy and completeness.

() I have inspected and/or have been informed of the contents of the requested education record Identified above and am not satisfied with its accuracy and completeness for the following reason(s):

STUDENT’S SIGNATURE _____ DATE _____

Students wishing to have their education records amended must complete a “Request to Amend Education Records” form. Observations of College Registrar of disposition of this request should be written on the back of this sheet.

REGISTRAR’S SIGNATURE _____ DATE _____