UNIVERSITY OF CALIFORNIA, MERCED
Office of the Registrar

FERPA
Request to Review Student Records

5200 N. Lake Road, Merced, CA 95343 / Phone: (209) 228-7178 / registrar.ucmerced.edu

As a right under FERPA and University Privacy Policy, students can inspect and review their student records maintained by the University. Student records at UC Merced are maintained by many different departments (see Student Record Location Index). To make a formal written request, complete this form and submit the completed form to the Office of the Registrar. If you believe your request is not being processed in a timely manner, contact the University Registrar.

Personal Information

UCM ID Number _____

Last name _____ First _____ Middle _____

Phone number(s) _____ E-mail address _____

Home Address _____

City _____ State _____ Zip _____

Instructions: In the space below, provide a detailed description of your request. List the specific record(s) you request to review. Include any names of individuals, departments, and offices involved. Include your availability (dates and times) to review your records. Your request will be handled in a timely manner but allow for up to 45 days for your request to be completed.

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Student Signature _____ Date _____