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 ____________