



(This form is for use by non-students who seek access to education records.)

To obtain educational records from a FERPA Gatekeeper, fill out items 1-9 of this form and give to the appropriate gatekeeper listed on Appendix A. If your request is approved, you may then be asked for additional information.

1. **Name of requestor:** _____

2. **Department:** _____

3. **Contact Information (phone, email, campus +4):** _____

4. **Records requested (describe):** _____

5. **Purpose for seeking records:** _____

6. **Have you considered seeking student consent? (explain)** _____

7. **Requestor's Signature:** _____

(Date)

8. **Signature of Vice President or Dean:** _____

(Date)

9. **Gatekeeper to whom request submitted:** _____

Name of gatekeeper handling request: _____

- Request is:**
- Approved**
 - Denied**
 - Approved with modification**

Explanation of action: _____

Gatekeeper signature: _____