



# Request to Inspect and Review Educational Records

Name: \_\_\_\_\_ APU ID#: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Dates of Attendance (if not a current student mm/dd/yyyy): \_\_\_\_\_ to \_\_\_\_\_

## To Request Record Review

Please select educational record you would like to review by checking the appropriate box(es) below or describing them in the space provided:

Academic Record     
  Student Affairs Record     
  Financial Services Record

Check if you would like a copy of your records. A processing fee (\$.10 per page) will be charged for all copy requests.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please submit this form to the Student Services Center (see contact information below). Your record will be available to review within 45 calendar days. A representative will contact you to make arrangements.*

## To Be Completed After Record Review

I have inspected/been informed of the contents of the requested education record identified above and

- I am satisfied with its accuracy and/or completeness.
- I am not satisfied with its accuracy and/or completeness for the following reasons(s):

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY:

Name of Record Custodian: \_\_\_\_\_ Position: \_\_\_\_\_

Location of Review: \_\_\_\_\_

#### Contact Information

Azusa Pacific University • Student Services Center  
 901 E Alost Avenue, P.O. Box 7000 Azusa, CA 91702-7000  
 Email: ssc@apu.edu • Phone: (626) 815-2020 • Fax: (626) 815-3809