

**SETON HALL UNIVERSITY
Office of the Registrar**

**RIGHT OF ACCESS:
REQUEST TO INSPECT EDUCATIONAL RECORD**

The University provides all students or former students with the right of access to inspect and review by appointment any and all educational records, files or data that relate directly to them. Students are also afforded the opportunity to challenge these records.

Any student who wishes to inspect his/her records must complete and submit this form to the Office of the Registrar. The student will then be notified within 10 days of the date, time, and location where the record will be available for inspection. The student must present a student ID card or alternate form of personal identification before the records can be shown.

Name: _____

Student ID Number: _____

Street Address: _____

City, State Zip: _____

Telephone: _____

What records are you requesting to review? Please be specific. _____

Date

Signature of Student

You will be notified by mail within 10 days of the when and where these records will be available for your review. You may call (973) 761-9374 with any questions.