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[Please note: This form is NOT to be used for requesting an official or student transcript. For that purpose the Transcript Order Form available at this website must be used].

<u>Purpose of this form</u>: The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include: Access, Right to File a Complaint, Public/Directory Information, Parental Access to Student Information, Release of Information to a Third Party, Revoke Release of Information.

Section A

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