

**Family Educational Rights and Privacy Act (FERPA)**  
**Request to Inspect and Review Educational Records maintained by Butler University**  
**(Policy statement located at: <https://www.butler.edu/student-handbook/privacy-rights>)**

Once your request is received, the University will respond within 45 days.

---

**First Name**

**Last Name**

---

**Any other name under which you were enrolled at Butler University**

---

**Student ID Number**

**Birthdate (MM/DD/YYYY)**

---

**Email**

**Phone (XXX-XXX-XXXX)**

---

**Last semester and year of attendance; if you are a current student, enter "current"**

**Records requested**

List the specific educational records you are requesting to inspect and review. Please note that this does not allow for copying or photographing of the materials.

---

I affirm that I am the individual named on this form and that I am entitled under FERPA law to request specific student records as detailed above.

---

**Signature**

**Date**

Return form to Registration & Records, Jordan Hall 180  
4600 Sunset Ave., Indianapolis, IN 46208

Last updated February 2018