



INSTRUCTIONS Save this PDF to your computer, open using [Adobe Reader](#), complete, print, sign and submit to the Office of the Registrar.

Students who wish to inspect and review their education records must do so by submitting the Request to Inspect & Review Education Records Form to the Office of the Registrar. This form is located on campus and on the CNU website.

Students have the *right* to see everything in their "education record," except: Information about other students, financial records of parents, and confidential letters of recommendation if they waived their right of access (which cannot be required).

STUDENT INFORMATION

Name: _____
Last First Middle

Student ID #: _____ Class of: _____ Date of Birth: _____ Phone #: _____

College (check one): COP COM CHS Personal Email _____

RECORD REQUEST & MAILING INFORMATION

I wish to inspect the following student record(s):

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____

Please send my record(s) to the following address via USPS Certified Mail:

Street Address (Include suite, apartment #, P.O. Box, etc., if applicable.)

City, State ZIP

Student Signature: _____ Date: _____

OFFICE OF THE REGISTRAR USE ONLY

Date Request Received:	Date Processed:
Location of Record (Office):	Date Student Notified:
Received By (Signature):	Completed By (Signature):
Title:	Title: