



William & Mary  
 Office of the University Registrar  
 Blow Memorial Hall Room 240  
 PO Box 8795  
 Williamsburg, VA 23187-8795  
 (757) 221-2800 Fax: (757) 221-2151  
 registrar@wm.edu

**REQUEST TO INSPECT EDUCATION RECORDS**

**Procedure**

1. Student must complete and submit this form to initiate inspection of records.
2. The University Registrar's Office will review request and notify student of the time and place where the records may be inspected.

**Note:**

Copies of official high school and/or college transcripts cannot be made.

**SECTION A**

**STUDENT INFORMATION**

<p>Student Name (Last) _____ (First) _____ (MI) _____</p> <p>(_____) _____        Phone # _____</p> <p>Email: _____</p>	<p><b>93#</b> _____        Student ID# (or provide your SSN to help us match this form to your records)</p> <p>Currently attending? Y or N        If not, dates of attendance _____</p>
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**SECTION B**

**RECORDS TO INSPECT**

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_____ <b>Student Signature</b> <i>(no font or electronic signature)</i>	____/____/____ <b>Date</b>
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**\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\***

Appointment date and time \_\_\_\_\_

Copies Made: Y or N \_\_\_\_\_

Document Type Copied and Provided to Student: \_\_\_\_\_

Staff: Initials \_\_\_\_\_ Date \_\_\_\_\_

Revised: 12/2018