



The College of William and Mary
 Office of the University Registrar
 Blow Memorial Hall Room 124
 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

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

SECTION B

RECORDS TO INSPECT

	/ /
Student Signature <i>(no font or electronic signature)</i>	Date

*******FOR OFFICE USE ONLY*******

Appointment date and time _____

Copies Made: Y or N _____

Document Type Copied and Provided to Student: _____

Staff: Initials _____ Date _____

Revised: 03/2016