



William & Mary
 Office of the University Registrar
 Blow Memorial Hall Room 240
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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)

(_____) _____ Email: _____
 Phone # _____

Currently attending W&M? Y or N If no, dates of attendance: _____

SECTION B

RECORDS TO INSPECT

 Student Signature *(no font or electronic signature)*

_____/_____/_____
 Date

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

Appointment date and time _____ Staff: Initials _____ Date _____

Copies Made: Y or N

Document Type Copied and Provided to Student: _____

Revised: 09/2021