



Flagler Technical College
 Flagler County School
 District 5400 E. Highway 100
 Palm Coast, FL 32164
 Telephone: (386) 447-4345
 Fax: (386) 439-7449
 Web: fti.flaglerschools.com

Request for Access to Education Records

GEN016 / Approved September 22, 2011

Last Name	First Name	MI
Daytime Phone Number	E-mail Address	

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Further details may be found in FTC Policy and Procedures Manual and at www.ed.gov/policy/gen/ferpa/index.html

Students have the right to request access to his or her educational records by completing this form and submitting it to the Program Facilitator of their department. FTC will grant the request within 45 days of the day they receive the request for access. The office will contact the student with a date and time to inspect them.

A student may request that his or her records be amended to eliminate any information contained therein which he or she believes is inaccurate, misleading, or violates his or her privacy or other rights. The request should be made in writing to the Program Facilitator of their department using the Educational Record Amendment Form (FERPA Form).

Please note that there are a number of types of records which students are not entitled to examine. Students can review the "Student's Rights & Procedures under the Family Educational Rights & Privacy Act (FERPA) at <http://fti.flaglerschools.com> or contact the Program Facilitator of their department for more information.

Education Records to be Reviewed

Check all that apply

- Academic Information (grades, registration, student ID number, academic progress, enrollment status)
- Financial Aid Information (awards, application data, disbursements, eligibility, financial aid academic progress status)
- Student Account Information (billing statements, charges, credits, payments, past due amounts, collection activity)
- All Records Listed Above
- Other (please specify) _____

By submitting this signed form, I understand that I have the right to inspect and review my educational records according to the Family Educational Rights & Privacy Act (FERPA) and Flagler Technical College's Policy & Procedures.

Student ID	Student Signature	Date
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OFFICE USE ONLY

Date Received	Received by
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Scheduled Inspection Date	Scheduled Inspection Time	Scheduled by
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Date Inspected by Student	Inspection Time	FTI Staff Member Present
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This form must be fully completed and signed by the student. Request for access to education records will not proceed unless the form is filled out entirely.