## **Boston University – Disability & Access Services**

617/353.3658 (voice/TTY) – 617/353.9646 (fax)–access@bu.edu –http://www.bu.edu/disability

## STUDENT REQUEST FOR ACCESS TO EDUCATIONAL RECORDS

I hereby request access to the educational records concerning me and held by the Boston University Disability & Access Services.

In order to facilitate this request for access to files, please provide the following information: 1) Are you a currently registered BU student? YES NO 2) If "YES", what is your student status? Undergraduate Graduate 3) If "NO", when did you graduate or otherwise leave BU? Year: 4) Please provide the appropriate information; Student Information Name (please print) Student I.D. # (or SS #) Student signature Date Files can only be released to the individual making this request. Please provide a mailing address or fax number. Files may also be picked up at Disability & Access Services. Mailing Address: \_\_\_\_\_ City: State: Zip Code: Fax Number (if applicable): Please provide photocopies of: Copy of documentation of my disability; or ☐ My entire student file at the Disability & Access Services For Office Use Only ☐ File reviewed and copied (date ) File copy (circle one) Faxed / Mailed / Picked Up Student informed the rights to request amendment of educational record, to a hearing, and to add a

statement to the record, via thee printed information on the reverse side of this form.

## PROCEDURES FOR REQUESTING AN AMMENDMENT OF THE EDUCATIONAL RECORD AND FOR REQUESTING A HEARING IF REQUEST DENIED

Signature of Assistant Director	Date	

If a student believes their educational records contain information that is inaccurate, misleading, or in violation of their rights of privacy or other rights, they may ask the University to amend the record. The University will review the request within a reasonable period of time and make a determination regarding the request. If the University decides not to amend the record as requested, it shall inform the student of its decision and of the student's right to challenge the content of the student's educational records. Requests for hearings are submitted to the University Registrar who will arrange the hearing and inform the student of the date, time, and location

If, as a result of the hearing, the University decides that the information is inaccurate, misleading, or otherwise in violation of the privacy and other rights of the student, it shall amend the record accordingly and inform the student of the amendment in writing. If, as a result of the hearing, the University decides that the information in the educational record is not accurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the student of their right to place a statement in the record or stating why they disagree with the decision of the University. If the University places a statement in the educational records for as long as the record is maintained, and disclose the statement whenever it discloses the portion of the records to which the statement relates.