

**University of Oregon**  
**Procedure for Requests to Inspect Education Records**

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, provides current and former students with the right to inspect and review their education records. This procedure describes how current and former students can exercise that right. For more information regarding your rights under FERPA, please visit: <https://registrar.uoregon.edu/records-privacy>.

It is important to understand that FERPA protects the education records of all students. Other laws and policies also provide protection for the records of other campus community members. This means that you only have the right to review education records that relate to you and, additionally, when you view your education records, those records may be redacted to protect other campus community members' privacy rights.

**Procedure for Inspecting and Reviewing Your Education Records:**

- 1) A current or former student must make their request to access their education records in writing. The request must include:
  - Full name
  - UO ID number (if known)
  - The specific education records requested
  - Current email address
  - Your physical address
  - Signature and date

- 2) The request must be mailed, faxed or emailed as an attached PDF to the attention of the University Registrar:
  - 5257 University of Oregon  
Eugene, OR 97403
  - FAX: 541-346-6682
  - email: registrar@uoregon.edu

Note: Requests submitted in the body of an email or submitted without a signature are invalid.

- 3) The request, whether valid or invalid, will be acknowledged by the University by email to the address provided. For valid requests, the 45 calendar day window will begin on the day following the business day that the request was received.
- 4) The University Registrar will gather the relevant education records in the University's possession as of the date of the request, check for compliance with FERPA and make any necessary redactions, as described above.

- 5) Records will be gathered as of the request date, meaning that any additional education records added to the record after the date of the valid request will require an additional valid request to inspect and a new time period will commence for those records.
- 6) The student will be notified by email that the records are ready for inspection, stating the dates and times on which the records will be made available in the Registrar's Office on the main campus. Based on current staffing and available resources, students should expect dates to be offered near the end of the 45-day period.
- 7) If students choose not to attend during the time assigned under section 6, the request will be closed and students are invited to make a new request.

**Procedures on the Day of Inspection:**

- 1) The student will check in with valid identification at the Registrar's Reception area at the agreed upon time. Valid identification means UO ID Card, valid driver's license, valid passport, or some other form of government-issued identification.
- 2) The student has the right to have one adviser of his or her choice to be present during the inspection, provided that the advisor's schedule does not unreasonably delay the inspection. The University Registrar shall determine what constitutes an "unreasonable" delay. If the student brings an adviser, the student will sign a FERPA consent form, agreeing to the disclosure of the student's record to the adviser during the inspection.
- 3) A student will be given a reasonable time to inspect the records, which will generally be one hour. However, depending on the number of records requested, the Registrar may provide for a longer inspection period.
- 4) The University Registrar or designee will be present during the entirety of the inspection of the records. In general, students may not make copies or photographs of the education records. However, if circumstances effectively prevent the student from reviewing the records in-person at the Registrar's Office, the university will make arrangements to allow for inspection of the requested education records. Such arrangements will comply with FERPA and be communicated to the student by the Registrar.
- 5) Following the inspection, the University Registrar will make a record that the inspection was conducted, including the initial request, the date and time of then inspection, a general description of the records inspected, the name of the adviser and the signed consent if an adviser is present. This record will be added to the student's education record.

Office of the Registrar

August 11, 2016