

# OPEN RECORDS / FERPA REQUEST FOR INFORMATION

Open Records Request received (date): \_\_\_\_\_

FERPA Request received (date): \_\_\_\_\_

Request Received by: \_\_\_\_\_

Request received via \_\_\_\_\_ Fax \_\_\_\_\_ Letter \_\_\_\_\_ Phone \_\_\_\_\_

Requestor Name:	_____
Requestor Address:	_____ _____
Requestor Phone:	_____
Requestor Email:	_____
Request accompanied by a subpoena?	Yes _____ No _____

Information Requested On:	_____		
Student:	_____	Employee:	_____
Type of Records Requested:	_____ _____ _____ _____		
Mandatory Response Time:	_____		
Action Taken by University Official:	_____		