



Student's Request to Inspect and Review Educational Records

Requests to Inspect and Review Education Records should be forwarded to the Registrar's Office.

Name: _____

Student ID or SSN: _____

Address: _____

Phone Number: _____

Date: _____

Student Signature: _____

All requests shall be granted as soon as practicable, but in no event later than 45 days after the date of request.

I, _____, the student, hereby

_____ **wish to challenge or**

_____ **do not wish to challenge**

the information contained in the educational records on file.

Student's Signature: _____

Date: _____

Date Records were Reviewed: _____

Signature of Employee Present at Review: _____

Signature of Student Reviewing Records: _____

As set forth in its student catalog, Ogeechee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Title IX Coordinator, Ogeechee Technical College One Joe Kennedy Blvd., Office 193, JEK Building, Statesboro, GA 30458, 912.871.1885, titleix@ogeecheetech.edu and ADA/Section 504 Coordinator, Ogeechee Technical College One Joe Kennedy Blvd., Office 189, JEK Annex Building, Statesboro, GA 30458, 912.486.7211, adacoordinator@ogeecheetech.edu