



**STUDENT REQUEST TO INSPECT  
AND REVIEW EDUCATION RECORDS**

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TO: Registrar/Records and Registration, Room 102, Kumble Hall

SUBJECT: Name of Student of Record in question: \_\_\_\_\_

I wish to inspect the following education record(s): \_\_\_\_\_

Maintained in the following offices(s): \_\_\_\_\_

STUDENT (PRINT NAME) \_\_\_\_\_

SOCIAL SECURITY# OR STUDENT I.D. \_\_\_\_\_

LOCAL/CAMPUS ADDRESS \_\_\_\_\_

TO: Student

Your request for inspection of your records was received on \_\_\_\_\_

The requested record will be available for review on \_\_\_\_\_

DATE \_\_\_\_\_ RECORD CUSTODIAN'S SIGNATURE \_\_\_\_\_

TO: Registrar

I have inspected and/or have been informed of the contents of the requested education record identified above and I am satisfied with its accuracy and/or completeness.

DATE \_\_\_\_\_ STUDENT'S SIGNATURE \_\_\_\_\_