University of Phoenix®

Student Classroom Record Retrieval Request

I understand that under FERPA, I may request information from my student record or certain documents in my record at any time. University of Phoenix has 45 days to respond to my request. All documents will be sent to the student's e-mail address (encrypted) on record.

Note: All fields with an asterisk(*) are required

*Name	*IRN (Individual Record Number)

I would like to request the following documents from my education record:
Course ID(s)
Group ID(s):
Start date(s):

☐ Course Syllabus
(Instructor syllabi may not be available prior to 2008 for local campuses)

☐ Learning Team Assignment *(Indicate assignment name and workshop week submitted)*
_____

☐ Individual Assignment(s) *(Indicate assignment name and workshop week submitted)*
_____

☐ Other *(please specify):*
_____

☐ Discussion Question(s)Response *(Indicate assignment Name and workshop week)*
_____

☐ Online
☐ Local Campus: _____

Justification: *(Provide justification for this request)*_____

Send my file to the following e-mail address (E-mail address must be listed in your education record and the content will be encrypted)
*E-mail address: _____

University of Phoenix adheres to the Family Educational Rights & Privacy Act (FERPA). This act governs student and institutional rights and responsibilities for student privacy. It covers what information about your education records cannot be released to others without your written or authorized electronic consent. Certain legal exceptions apply, as noted in the FERPA policy available on your student website.
http://www.phoenix.edu/about_us/regulatory/consumer_information.html

*Signature _____ *Date _____
Electronic signatures will not be accepted.

FAX: 602.626.2544 **or EMAIL:** Classroom.RecordRetrieval@phoenix.edu

Business Use Only
Date Received: Date Completed:
Content Sent to Student: