

# OPEN RECORDS REQUEST FORM

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NOTE: Student information, other than limited categories of Directory Information, is exempt from release under the Georgia Open Records Act in accordance with § O.C.G.A. 50-18-72(a)(1) and (37), and the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). If you are a student requesting information about yourself, you have specific rights under FERPA (see: [http://reg.uga.edu/ferpa\\_privacy\\_act](http://reg.uga.edu/ferpa_privacy_act)). Please contact the school or college department where the information is housed.

Please review the information at [http://news.uga.edu/open\\_records](http://news.uga.edu/open_records) prior to submitting your request.

Date of Request: \_\_\_\_\_

Requestor: \_\_\_\_\_ Phone # \_\_\_\_\_

Fax # \_\_\_\_\_ Email Address: \_\_\_\_\_

Requesting Agency/Department: \_\_\_\_\_

Subject of Request:

Comments: (If known - where requested information can be found or to whom [which department] can request be forwarded to):

Reviewed by: \_\_\_\_\_ Date Data entered: \_\_\_\_\_