
SAVANNAH TECHNICAL COLLEGE

REQUEST TO INSPECT AND REVIEW RECORDS

DATE: _____

TO: Registrar

I wish to inspect the following records:

Name of Requestor _____

ID # _____

Records were correct.

Records were incorrect and would like to request an amendment of education records. Attach letter identifying incorrect information and why information is incorrect.

Date of record review _____

Location of review _____

STC Official assisting requestor _____

First Appeal

Registrar's Findings _____

Amendment to record approved denied

Signature of Registrar _____ Date _____