



Request to Amend Education Record

Return completed form to:
OFFICE OF THE REGISTRAR
Att: University Registrar
Stony Brook Union, Suite 206
Stony Brook, NY 11794-3221

1. Enter your Stony Brook ID number and Information in the spaces provided below.

Student <u>Last</u> Name (Please Print)	Student <u>First</u> Name	Stony Brook ID <input type="checkbox"/> (if unknown, provide SS# <input type="checkbox"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Home Phone number with area code ()	Daytime (work) phone with area code ()	Student Major (if applicable) <input type="text"/> <input type="text"/> <input type="text"/>	College (if applicable) <input type="checkbox"/> CAS <input type="checkbox"/> CEAS
Home address including street number, city, state and zip code			
Email Address		Additional information:	

2. Read the following statements:

The reason for this request should clearly identify the part of the record the student wants changed and specify why it is inaccurate, misleading, or violates their privacy or other rights.

There is no obligation on the part of the University to grant such a request. If the University declines to amend the records as requested by the student, it will inform the student, and the student may request a hearing.

3. Complete the following information:

I, _____ (student name), hereby request to amend my education records. If applicable, be sure to include the semester and year. The record(s) that I request to amend are as follows: (please be as specific as possible. If needed, submit an attachment.)

After request is reviewed, I request to be notified by: (check one and indicate contact information.)

Phone at _____

Email at _____

Mail sent to _____

Signature of Requestor _____ Date _____

For Internal Use Only:
 Date request received by Registrar's Office: _____
 Date of review by University Registrar: _____
 University Registrar Signature: _____
 Date Requestor notified that review is complete: _____