



OFFICE OF THE REGISTRAR

The UNIVERSITY of OKLAHOMA

ACCREDITATION AUDIT RECORDS REQUEST

This form is to be used for requesting access to student records for accreditation audit purposes. Once completed, return the form to records@ou.edu. The Certification and Compliance Specialist in the Office of the Registrar will contact you to arrange access to the requested records.

GENERAL INFORMATION

Accrediting Entity: _____

College/Department: _____

Requestor (Person Responsible for Records):

Name: _____

Title: _____

Email: _____

Plan for Maintaining and Disposing of the Records in Compliance with [OU FERPA Policies](#):

List of Names and Titles of Persons Who Will Have Access to the Records:

RECORDS

Type of Records Requested:

Official Transcripts

Unofficial Transcripts

Other (Describe): _____

Attach the list of students whose information you require and any other information provided for this accreditation/audit records review.

REQUESTOR CERTIFICATION

I certify that I have taken FERPA training prior to submitting this request.

I understand that if I use or disclose FERPA-protected information in violation of the University's FERPA policies or federal privacy laws, I will be subject to sanctions, which may include, but are not limited to, termination.

Printed Name

Signature

Date