

Student Request to View Academic Record



OWENS
COMMUNITY COLLEGE

A student has the right to inspect and review an education record that is directly related to the student. The request to inspect will be granted within 45 calendar days. An appointment will be scheduled with the Registrar or designee to review the requested records. Photocopies/photographs of documents will not be permitted.

PERSONAL DATA <i>(please print)</i>			
Last Name	First Name		
OCID or SSN	Date of Birth	Phone	
Street Address	City	State	Zip
Documents you wish to view (ex. Application, transcript, financial aid, billing summary, etc.)			
Signature		Date	

RETURN THE COMPLETED FORM:

By mail:

Owens Community College
Registrar
P.O. Box 10,000
Toledo, Ohio 43699-1947

In person:

Toledo College Hall 130
30335 Oregon Road
Perrysburg, OH 43551

Findlay Education Center 112
3200 Bright Road
Findlay, OH 45840

By fax:

(567) 661-2101

By email:

proxy_access@owens.edu

If you have questions, please call (567) 661-7253.