

FERPA Violation Complaint Form

Date: _____

To: Vice President for Academics, Aquinas College

I, _____, formally request a meeting with the Vice President for Academics at Aquinas College regarding what I perceive to be a violation of my FERPA rights.

The nature of the complaint is:

Who was involved (faculty or staff) – include name(s) as appropriate:

Time occurred (approximate): _____ **Date occurred (approximate):** _____

Location: _____

Other Information:

Student's E-Mail: _____ **Student's Phone Number:** _____

Meeting Date: _____ **Meeting Time:** _____