



# Student Request for Administrative Hearing Regarding Student Education Records

Minnesota State University Moorhead is committed to the protection and confidentiality of student educational records, adhering closely to the guidelines established by the Family Educational Rights and Privacy Act – a federal legislation established to regulate access and maintenance of student educational records.

I request a formal hearing concerning correction of what I believe to be inaccurate or misleading information, described below, contained in my education records.

Please notify me of the date, time, and place of the hearing.

Student Name

Student ID

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Phone Number

Email

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Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Hearing Date

Hearing Time

Hearing Location

Student notified on (date)

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Administrative Hearing Decision:

Registrar Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Minnesota State University Moorhead Registrar’s Office  
Owens Hall 210 | 1104 7<sup>th</sup> Ave S | Moorhead MN 56563  
Phone: 218.477.2565 Fax: 218.477.2941  
Email: Registrar@mnstate.edu