



# SADDLEBACK COLLEGE

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## Disabled Student Programs & Services (DSPS) Records Request Form

Student Name: \_\_\_\_\_  
Last First Middle

Date of Birth: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Other Name Used (if applicable): \_\_\_\_\_  
Last First Middle

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**DSPS only releases records directly to students. Please fill out this form to request a copy of your DSPS educational records:**

**I, the undersigned, request a copy of my: (check all that apply)**

Disability Verification Documents

Learning Disability Assessment Results

Accommodations

Other (specify) \_\_\_\_\_

**I am requesting a copy of my records for the following reason(s): (check all that apply)**

Transferring to another CA Community College

Transferring to a University/Out of State School

To give to my DOR/VR Counselor

For my own records

Other (specify) \_\_\_\_\_

**How would you like to receive your records? (check one)**

Sent via email to my personal email address: \_\_\_\_\_

I will pick them up in person at the DSPS Office (Gateway Building, Room 161-1). Records may not be picked up by anyone other than the student. Records will be ready within 5 business days.

**Saddleback College DSPS keeps all student records on file for a period of at least three years. By signing below, I understand that my request is for a copy of my DSPS educational records and that the original will remain on file with Saddleback College Disability Support Services.**

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Date / Time**

Please allow DSPS up to 5 business days to process this request.

The Family Educational Rights and Privacy Act of 1974 is a federal law protecting the privacy of education records of students. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have federal funds withheld.

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