



Disabled Students Programs and Services (DSPS)

Records Request Form

Student Name: _____
Student ID: _____ Other Name (if applicable): _____
Date of Birth: _____ Phone Number: _____
College Email Address: _____

DSPS only releases records directly to students. Please complete this form to request a copy of your DSPS records.

Requested Documentation:

- ☐ Disability Verification Documents
- ☐ Accommodations Documents
- ☐ Learning Disability Assessment Results
- ☐ Other: _____

How would you like to receive your records?

- ☐ Personal email address: _____
- ☐ Pick up in person at the DSPS Office (Gateway Building 161). Records may not be picked up by anyone other than the student. Records will be ready within 5 business days.

By signing below, I understand that my request is for a copy of my records and that the original will remain on file with Saddleback College DSPS.

Student Signature

Date

Saddleback College DSPS retains all student records for a minimum of three (3) consecutive years from the student's last term of attendance. After this retention period has expired, records will be destroyed in accordance with the program's established record retention procedures.

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.