



Registrar's Office
800 Chestnut Street
San Francisco, CA 94133
P: 415.749.4535
F: 415.749.4579
registrar@sfa.edu

REQUEST FOR RECORDS FOR SELF FORM

This form must be submitted to the Registrar's Office by the student. Only the student is permitted to fill out the fields below and sign. No other parties are permitted to submit this form on behalf of the student. Additional measures of authentication may be utilized if the signature of the requestor cannot be verified.

Requestor (Student's) Information

Last Name _____ First Name _____ Student ID # _____

Degree Program: MA/MFA Low-Residency MFA MFA MA PB BFA BA Non-Degree

Date Degree earned if awarded: _____ Dates of Attendance: _____

Format of Records requested (note: FERPA states institutions *may* release records for viewing but not necessarily possession to any person including requestor):

To view hard copy email copy (html, plain, pdf, or other format)

Which records would you like released? Note: If it is the institutions policy to not retain a record after a certain period of time or at all, the record does not exist and therefore cannot be released.

- ALL RECORDS
- Academic Records – *Includes courses taken, grades received, GPA, academic progress, honors, transfer credit awarded, degrees awarded, current enrollment, dates of enrollment activity, registration status, enrollment status, residency status, semesters attended and mailing address information.*
- Accommodations – *Includes information on ADA accommodations*
- Admission – *Includes date of application, program selected, documents received, documents pending, date of admission, admission status and conditions of admission.*
- Business Office – *Includes tuition and fee balances, financial holds, mailing and billing address, payment plans, accounting statements, collections information and debt information.*
- Financial Aid – *Includes all general financial aid information, including scholarships, grants, loans*
- Non-Academic Records – *Includes student conduct and disciplinary records including but not limited records pertaining to Title IX, grievances, non-academic suspensions, expulsions, etc.*
- Other (Please Specify – May be for a specific instance) _____

Authorization To Release Education Information

I verify I am the individual whose records are being requested and authorize San Francisco Art Institute to release the checked records. I understand Registrar's Office will reply in writing with approval or denial of request within 45 days.

Student's Signature _____ Effective Date _____

Registrar's Office Use Only

Date Received: _____ Approved Denied Comment (date/time of viewing or reason for denial): _____



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FERPA Information

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. For purposes of definition, "education records" are those records which are:

- 1) Directly related to a student and
- 2) Maintained by an institution or a party acting for the institution.

The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Almost all postsecondary institutions, both public and private, receive funds under an applicable program. SFAI receives funds under an applicable program.

FERPA gives students who reach the age of 18 or who attend a postsecondary institution three primary rights to:

- 1) Inspect and review their education records;
- 2) Have some control over the disclosure of information from their education records; and
- 3) Seek to amend incorrect education records.

Directory Information

The Family Educational Rights and Privacy Act allows SFAI to release "directory information" about current and former students. SFAI has designated the following as public directory information: (1) student name, (2) local residence and phone number, (3) personal and SFAI email address, (4) major field of study, (5) dates attended, (6) degree(s) conferred, (7) personal photos, (8) excerpts from written work submitted at SFAI, and (9) images of artwork exhibited or displayed at SFAI or at an SFAI-sponsored event.

FERPA allows a student the option to restrict the release of this directory information without prior authorization. To do so, a student must provide the Registrar's Office with a written request, clearly stating their desire to restrict their directory information. This restriction remains in effect until written notice to remove the restriction from the student is received by the Registrar's Office. For SFAI's full FERPA Policy, consult the [SFAI Family Educational Rights and Privacy Act](#).