

# McLennan Community College



Office of Student Records and Registration

1400 College Drive

Waco, TX 76708

(254) 299-8507

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## Student Request to Inspect and Review Education Records

*Please Print Legibly*

### Student

*Last Name*

*First Name*

*Student Identification Number*

*Address (Local/On-Campus)*

*City, State, Zip*

*Telephone*

I wish to inspect the following education record(s):

*Date*

*Signature*

### Records Custodian

*Last Name*

*First Name*

*Request Received (DATE)*

*Date Available*

*Custodian Signature*

### Office of Student Records Use Only:

Processed by:

Date