

Request for Review of Academic File

KPSAHS students have the right to inspect and review their education records, a process initiated by the submission of this request form to the KPSAHS Student Records Department. Please submit directly to Student Records Department, by mailing form to KPSAHS, Attn: Student Records, 938 Marina Way South, Richmond, CA 94804, faxing form to 855-849-3381, or emailing form to KPSAHS-Student-Records@kp.org. Full policies and procedures addressing review of records can be found in the KPSAHS Academic Catalog, published on KPSAHS.edu.

Student Name: _____ Student ID#: _____

KPSAHS Program & Expected Grad Date: _____

Preferred Phone: _____ Preferred Email: _____

Please indicate below either the purpose of your request or the particular aspect of your academic file you'd like to inspect:

Please indicate below the list of documents to review (for example, clinical time sheets, advising notes, review of transfer credit):

Student Signature: _____ Date: _____

Office Use Only

Academic File Review Date: _____ KPSAHS Staff present for Academic File Review: _____