



UNIVERSITY OF NORTH DAKOTA

Family Educational Rights and Privacy Act (FERPA) Complaint Form



AFFIRMATIVE ACTION OFFICE

LAST NAME		FIRST NAME	
LOCAL ADDRESS	CITY	STATE	ZIP
TELEPHONE # (HOME)	EMAIL ADDRESS		STUDENT EMPL ID#

What is the nature of the complaint: Inappropriate maintenance of records/content A violation of the FERPA Act of 1974

Explain the basis of your complaint. Provide specific allegations of fact giving reasonable cause to believe that a violation has occurred. Provide as much detail on the incident(s) as possible.

Please include:

- ◆ Names and titles of those UND school officials and other third parties involved;
- ◆ A specific description of the educational record about which the violation is alleged;
- ◆ Relevant dates, e.g., date of a request or a disclosure and the date the student learned of the alleged violation;
- ◆ Description of contact with school officials regarding the matter, including dates and estimated times of telephone calls and/or copies of any correspondence exchanged between the student and UND.

Any additional information that would be helpful in the consideration of the complaint

SIGNATURE

DATE

Students who believe UND is not complying with the requirements of the Family Educational Rights and Privacy Act or the regulations issued by the Department of Education implementing that Act, may also file complaints in writing to: The Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Ave., S.W., Washington, D.C. 20202

SEND FORM TO: AFFIRMATIVE ACTION OFFICE

264 CENTENNIAL DRIVE STOP 7097, TWAMLEY HALL ROOM 101

GRAND FORKS ND 58202-7097

Fax: (701) 777-2077

(701) 777-4171 Voice/TDD

UND is an Equal Opportunity/Affirmative Action Employer

E-mail: affirmativeaction@mail.und.nodak.edu

7/1/2007