

COLLEGE DENIAL OF APPEAL FOR ACCESS TO RECORDS

Date: _____

Dear Student:

Your appeal for access to student records has been denied. You requested access to (state specific or general category of records).

The reason for the denial of your appeal is that (provide reasons, such as the records do not exist, the records have been discarded, you are not entitled to access because, *e.g.*, cite exception such as confidential letters of reference, psychologist's records, etc.).

You may appeal within 30 days of the date of this letter. A form that may be used is available on the Office of the General Counsel under FERPA Forms (as Attachment E).

Office of the General Counsel and
Vice Chancellor for Legal Affairs
The City University of New York
205 East 42nd Street, 11th floor
New York, New York 10017

Yours truly,

FERPA Appeals Officer

CUNY Office of the General Counsel
July 2019