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**Education Records Review Assessment Form**

**To: *Office of Student Records***

I have inspected and/or have been informed of the contents of my education record maintained by Columbus Technical College. Based on this information, I find that my:

**Records were correct.**

**Records were incorrect and would like to request an amendment of education records.**

*(Attach letter to the Registrar identifying incorrect information and why information is incorrect.)*

Date: \_\_\_\_\_

Student Name (Printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_