



Office of the University Registrar
Office Hours: Mon-Fri 8am-5pm
Medical Building – Room 317L
(210) 567-2621 • registrars@uthscsa.edu

Request to Inspect and Review Education Records

Student Requesting Records

Last Name First Name HSC ID

Student Contact Information

Address Telephone

City, State, Zip Email

I wish to inspect the following record(s):

Student Signature: _____ **Date:** _____

Office Use Only

Records Custodian

Location of Records Date Request Received

Name of Records Custodian Date Records Made Available

Record Custodian Signature: _____ **Date:** _____