



Registration & Records Office • Smyth 1
4245 East Ave • Rochester, NY 14618
Phone (585) 389-2800 • Fax (585) 389-2612
Email reg@naz.edu

Request to Inspect and Review Academic Records

- The Registration & Records Office maintains all academic records including: outside transcripts, petitions, and academic forms. Transcripts and degree audit are available to the student directly via NazNet Self-Service. Academic records are available to the student to review with a staff member, students can take notes but may not take photographs or make/print copies of records. Information unrelated to academics is not in the student's file in the Registration & Records Office .
- Students wishing to review Student Conduct records should contact Dean of Students in Student Experience to request a different form.
- Students wishing to review their Health records are able to access information via the student health portal. If additional health information is desired contact Health Services.

Last Name, First Name

Student ID#

Email

Phone

I hereby agree to keep the information disclosed to me confidential
according to applicable legislation and regulations.

Student Signature

Date

Office use only

Name/Title of Registrar Employee Supervising Review

Date of Review