

**Wenatchee Valley College
Office of Admissions & Registration
1300 5th Avenue, Wenatchee, WA 98801
Phone # 509-682-6806**

Student Request to Amend or Remove Educational Records

TO: Registrar, Wenatchee Valley College, Wenatchi Hall

I have reviewed my education records at WVC. I am not satisfied with the accuracy and/or completeness of these records. Specifically, I request that these records be amended in the following ways (use the back of this sheet if additional space is needed):

Records to be amended: _____

Requested changes: _____

SID#	Student Name (print)	Date
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Address: _____

Student Signature _____

WVC Personnel Reviewing Request to Amend Education Record

Name	Title
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Disposition of Request: Approved _____ Disapproved _____

Reason for Approval/Disapproval (use the back of this sheet if additional space is needed):

Date	Reviewer's Signature
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If the student wishes to appeal the reviewer's decision, they must submit a formal request for a hearing. This can be done by completing the form "Student Request For a Formal Hearing", copies of which are available in the Admissions and Registration office at Wenatchee Valley College.

