

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

Student Request For Formal Hearing Regarding Educational Records

TO: Registrar, Wenatchee Valley College, Wenatchi Hall

I request a formal hearing concerning correction of what I believe to be inaccurate or misleading information contained in my educational records (use the back of this sheet if additional space is needed):

Records being contested: _____

I am contesting the information because: _____

SID#	Student Name (print)	Date
------	----------------------	------

Please notify me of the date, time and place of the hearing. My address and phone number are:

Student Signature _____

First Endorsement

Name	Title
------	-------

TO: Student's Name _____

The decision of the Hearing panel is as follows (use the back of this sheet if additional space is needed):

Date	Signature
------	-----------

NOTE:
If the student disagrees with the Hearing Panel's decision, he/she has the right to place in his/her record a written statement commenting on the information in the record and stating the reasons for disagreeing with the decision. This explanation will become part of the student's education record for as long as this record is maintained and whenever a copy of this record is sent to any part, the explanation will accompany it.

