

October 02, 2025

Via email: Amanda McSween, University Registrar <amanda.mcsween@ttuhsc.edu>

Re: FERPA Request – Access to Education Records

Dear Registrar/Records Custodian:

Under FERPA (34 C.F.R. §§ 99.10–99.12), I request access to my complete education record, including but not limited to:

- Academic records, discipline records, advising notes, communications maintained in my student file, and any education records maintained by Registrar, Student Affairs, course/clerkship leadership, or other offices.
- The § 99.32 disclosure log identifying each third party to whom my education records were disclosed (with date, purpose, and specific records disclosed).
- Any explanations or statements appended to my records under § 99.10(c).

Please provide electronic copies where feasible. If identity verification is needed, please advise what minimally necessary documentation you require.

FERPA timeline acknowledgement: I understand access must be provided within 45 days. If any portion is unclear, please let me know.

Requester:

Kevin Norris Bass

Student ID: R11333575

DOB: December 7, 1984

kbassphiladelphia@gmail.com | 512-333-4092

Sincerely,

Kevin Norris Bass

To ensure a complete search, please include agency email/document systems and collaboration/messaging platforms used for agency business (e.g., Exchange/Outlook, Teams/SharePoint, SMS/iMessage, GroupMe, WhatsApp, Signal, Slack), including any agency-managed personal devices to the extent required by Texas Gov't Code § 552.004 and SB 944. Please suspend routine auto-deletion for potentially responsive data for the duration of this request and document the systems searched.