

October 02, 2025

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

Re: FERPA Addendum – P3 Course Materials Containing My Education Records

Dear Registrar/Records Custodian:

If any P3 materials (e.g., evaluations, professionalism records, notes) contain my education records, please produce those to me pursuant to FERPA (34 C.F.R. §§ 99.10–99.12). Please redact other students' PII consistent with FERPA requirements.

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.