



Department of Student Life  
MSC 3923  
New Mexico State University  
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## **Access to Student's Educational and/or Medical Records**

To access a student's educational or Medical and Counseling records, the student will need to fill out a FERPA release depending on the type of records you are wanting. Please see below for the types of records and the steps needed to access them.

### Educational Records

- For Academic Notes, Grades, and Financial Aid, you will need to fill out [Proxy Access](#).
- For Disciplinary Records the student must fill out and turn in the [Student Conduct Records FERPA Release](#) Form or call 575-646-1722 to request the form be mailed.
- For Records maintained by the CARE (Concern, Assessment, Response and Education) team, please fill out and turn in the [Student Assistance Services FERPA Release Form](#) or call 575-646-1722 to request the form be emailed.
- For records maintained by Disability Access Services, it is available through the AIM case management system. The student will need to log into AIM and complete the Information Release Consent Form

### Medical and Counseling Records

- For Medical and Counseling Records the student will need to go to the Aggie Health and Wellness desk and request a HIPPA release form.