



**RECORDS REQUEST FORM**

STUDENT NAME: \_\_\_\_\_  
 STUDENT ID: \_\_\_\_\_  
 DATE OF BIRTH: \_\_\_\_\_  
 LAST YEAR ATTENDED: \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_  
 CELL PHONE: \_\_\_\_\_

- WILL PICK UP  
 MAIL TO THE ADDRESS PROVIDED

PLEASE SEND RECORD TO:

*Applicant is responsible for address. Complete one form for each address.*

SCHOOL/BUSINESS NAME: \_\_\_\_\_  
 DEPT/ATTN: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY/STATE/ZIP: \_\_\_\_\_

Student Status:  Graduate  Withdrawn

**TYPE OF TRANSCRIPT:**

- OFFICIAL**  **UNOFFICIAL**

**TYPE OF RECORD:**

- TRANSCRIPT  REPORT CARD  ENROLLMENT VERIFICATION  SHOTS  ATTENDANCE  OTHER

**\*RECORDS NOT PICKED UP IN 30 DAYS WILL BE DESTROYED\***

SPECIAL NEEDS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**POSITIVE IDENTIFICATION AND SIGNATURE IS DUE AT THE TIME OF REQUEST**

The Family Educational Rights and Privacy Act of 1974 establishes the privacy rights of students (parents if the student is under 18) with regard to educational records. The act makes provision for inspection, review and amendment of educational records by the student and requires, in most instances, prior consent from the student for disclosure of such records to third parties. The consent must be in writing signed and dated by the student and must specify records to be released, the reason for the release, and the names of the parties to whom such records will be released. The act applies to all persons formerly and currently enrolled at an educational institution. No exclusion is made for non-U.S. citizen students. However, the act does not apply to a person who has applied for admission, but who never actually enrolled in or attended the institution, and deceased persons.

OFFICE USE ONLY:		
PICKED UP	MAILED	OTHER
PROCESSED BY: _____		

STUDENT SIGNATURE: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 PARENT SIGNATURE: \_\_\_\_\_  
 (REQUIRED IF STUDENT IS UNDER 18)