

REQUEST REGARDING STUDENT RECORDS

Disclosure of Student Record Information. The Family Educational Rights and Privacy Act (FERPA) [20 U.S.C. §1232(g)] affords students the right to written consent to the disclosure of student record information, except to the extent FERPA authorizes disclosure without the student's consent. Some examples of disclosure without the student's consent are: (1) To school officials determined by PIHMA to have a legitimate educational interest to view student records in order to fulfill his or her professional responsibility, (2) To schools at which the student seeks to enroll, (3) To an institution providing financial aid to the student, and (4) To accrediting organizations (for accrediting purposes).

Student: _____ SSN or ID#: _____ Date: _____

**Request regarding official
college transcript only.**
\$10.00

Taking Certification Exam

**Request regarding Pre-Graduation
Verification Form & official college
transcript being sent to NCCAOM.**
\$23.00

**Request for a notarized
photocopy of college
diploma.**
(Will only be released when
all financial obligations have
been satisfied). \$15.00

All requests will be sent directly to the name, address, and/or fax number below:

Name: _____

Address: _____

Fax No.: _____

Student Signature (required)

Student has met financial obligations

Cashier

Date

Registrar

Date