



The discipline of learning. The art of caring.

Student Records Request Form

Student File Release Policy

Letters of recommendation or transcripts from previous institutions will not be released. Student records can only be released to the student unless prior authorization has been given to a third party. The University has 45 calendar days to comply with any request for student file documents, per the Family Educational Rights and Privacy Act of 1974 (FERPA).

Student Name:	
Student ID:	
Program & Class Code:	

I am requesting a copy of the following items in my student file.

If you require a copy of just a few documents from your student file, enter the description of document type below. For example, Application, or Probation Notice. If you would like a copy of your entire student file, please check yes below and leave the document types blank.

I am requesting a copy of my entire student file:

I am requesting specific documents from my student file (enter documents below):

Document 1	
Document 2	
Document 3	
Document 4	
Document 5	

Delivery Method:

Mail	
Fax	
E-mail	
Pick-up	You must present a photo ID to obtain your requested documents.

Once you submit the form, it will automatically send a confirmation email to you and the Office of the Registrar. If you have questions, please contact registrar@westernu.edu.

Date:	
Signature:	