



## STUDENT RECORDS REQUEST FORM

A) Must be present and Photo ID Required to verify for either parent or student

B) If sent via email you must send a JPEG of picture ID with current address to [records@mgrmedu.com](mailto:records@mgrmedu.com)

### STAFF ONLY

Date Received:

Time Received:

#### Student Information (if over 18)

***Once a student reaches 18 years of age the student becomes an “eligible student” and all rights formerly given to the parents under FERPA transfer to the student.***

Last Name:

First Name:

Date of Birth:

Email:

Perm ID:

Cohort:

Campus:

Year of Graduation (if graduated):

Signature: \_\_\_\_\_

Printed Name:

Relationship to Student:

Primary Phone:

Secondary Phone:

Email (if different from above):

#### Requested Document(s)

***For Records requests older than 5 years there is a fee of \$25; allow 2-3 weeks for processing and mailed to you.***

Diploma and Transcript—5 years past Academic Year (\$25.00)

Diploma (\$7.00)

Enrollment Verification (\$2.00)

Graduation verification (\$2.00)

Official Transcript (\$5.00)

Withdrawal Form

Other (\$2.00/per document): \_\_\_\_\_