

Student Record Request Form

Use this form when you would like to request a copy of information from your permanent file. Your permanent file might include: a high school transcript, transcripts from a previous educational institutions, acceptance letter, student enrollment agreement, and/or any previously provided FERPA release forms. Letters of recommendation may not be available for copy.



Date of Request: Student Full Name:

Email Address: Student ID:

Student Signature:

Purpose of record request:

I, , am requesting to have copies made of the following items from my permanent student file:
(insert your name above)

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This request may take up to one week.

Should you have any questions, please contact the Office of the Registrar.

This section for administrative use only.

This box checked if student waived the right to review the letter of recommendation or other material prepared in accordance with release for a DigiPen Institute of Technology employee to serve as a reference as per the Student Reference Request/FERPA Release form.