



**STUDENT EDUCATIONAL RECORDS RELEASE FORM**

Permission to Access, Relocate, or Release  
Student Educational Record Information Form

I, \_\_\_\_\_ request permission to:

Relocate Student Educational Record's files from \_\_\_\_\_ to \_\_\_\_\_  
(Explain means of transporting files with \_\_\_\_\_ (location) \_\_\_\_\_ (location)  
Least disruption to function of office)

Give electronic/computer access to \_\_\_\_\_ Position: \_\_\_\_\_

Release student record information to \_\_\_\_\_ for the purpose of:

Alter, remove, or delete electronic files. Reason: \_\_\_\_\_

Transfer, or change storage medium. Reason: \_\_\_\_\_

Date expected to begin: \_\_\_\_\_

Date of expected completion: \_\_\_\_\_

Years to convert: \_\_\_\_\_ to \_\_\_\_\_

Signed: \_\_\_\_\_  
(Requestor)

Date: \_\_\_\_\_

Approved/Disapproved: \_\_\_\_\_  
(Registrar)

Date: \_\_\_\_\_