

# Education Records Data Request Form

This **data request form sample** is designed for efficiently obtaining education records, ensuring all necessary information is accurately captured. It streamlines the process for students and institutions to request and manage academic data securely. Utilizing this form helps maintain compliance with privacy regulations while facilitating timely access to education records.

## Full Name of Student

## Date of Birth

## Student ID (if applicable)

## Contact Email

## Contact Phone

## Relationship to Student

--Select--



## Records Requested

- Official Transcript
- Enrollment Verification
- Grades/Report Cards
- Attendance Records
- Disciplinary Records
- Other (specify below)

## Additional Details/Instructions

Specify details, relevant date ranges, or additional requests as needed.



## Preferred Delivery Method

--Select--



## Mailing Address (if applicable)

Enter address if records should be mailed.



**I authorize the release of my education records as indicated above and understand this information will be used solely for the purpose stated.**

**Submit Request**