



Request for Documentation

TO BE COMPLETED BY STUDENT:

Student Name: _____ Date: _____

Program: _____ Course #: _____

- I would like to request the following document:
- Full-Time Student Letter (Authorization of Disclosure Form is required)
 - Transcript (Authorization of Disclosure Form is required)
 - Attendance Report
 - Financial Statement (please submit directly to the finance office)
 - Other _____

- I would like to request the attached document be completed.

Once your request has been completed, an email will be sent to notify you (*please allow a MINIMUM of three (3) business days for completion of your request*).

Email Address: _____

Student: _____
Signature Date

Received By:

Name Signature Date

Completed:

Date: _____ Was the student emailed? Yes No

By: _____
Name Signature

Please attach a copy of the completed document