Request for Records

Name: ___________________________________________ Student ID: _________________________

Date: __________________________ Program: ___________________________________________

Email: ___________________________________ Phone: __________________________________

Directions: Please be as specific as possible as each program in the College of Education has a number of
documents that are used and retained electronically. Please give the name of the program, the name of the
document, or a description of the document. If you know the name of the document, such as CBEST scores,
Final Student Teaching Evaluation, or course substitution, please state the name of the document. If you do
not know the name, please give some detail about the purpose of the document. For example, the form
filled out by the supervisor, master teacher, and student at the end of student teaching (This would be the
Individualized Learning Plan--IDP).

I am requesting a copy of the following document: ___________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Signature of Student: _________________________________________________________________

Submit this form to the Student Service Center in COE 1401. It may take up to two weeks to process your
request. You will be contacted when your document is ready for pick-up.

COE Staff Section

COE Student Service Center: If this is a program specific or office specific document that you do not have access to in
Onbase, please forward the request to the specific program office

Delivered to: ____________________________ Date: ______________

Office/Name

Date returned to Student Service Center: ________________

Date that student is contacted to pick-up document: ________________

Other comments: ________________________________________________________________