



SOUTH TEXAS COLLEGE OF LAW

1303 SAN JACINTO ST., HOUSTON, TEXAS 77002

Student Records Request

***Confidentiality of Student Records:** South Texas College of Law must obtain written consent from a student before disclosing personally identifiable information from the education records of the student, other than directory information, except as provided in FERPA (Family Educational Rights and Privacy Act) and the guidelines and procedures adopted to implement FERPA.

STUDENT INFORMATION			
Student Name		Student ID Number	
		G	
Home Phone Number	Cell Phone Number	or Social Security Number	
Student Mailbox Number	E-mail Address	Other Names Used While Attending STCL:	

Please indicate your type of request:

- Bar Certification *Attach applicable bar form(s)
Have you taken a previous bar exam? Yes No
- Certification of Graduation
- Copy of law school application
- LSDAS Report
- Official Class Rank (Graduate Only)
- Transcript – Number of Copies: ____ Official ____ Unofficial
- Verification of Enrollment – Term _____

Method of Delivery:

- Hold for Pick-Up (ID required)
 Self Other - Please list name: _____
- Student Mailbox
- Standard Mail

Issued To _____

Address _____

Address _____

City State Zip

Signature _____ Date _____

By way of my signature, I authorize release of my requests(s) as indicated above.

Please mail or fax completed form to:

South Texas College of Law 1303 San Jacinto Street Houston, TX 77002 Attn: Registrar's Office Fax:(713) 646-2939

Please allow 24 to 48 hours for your request to be processed.

Office Use Only

Processed by: _____

Date: ____/____/____