



# South Texas COLLEGE OF LAW — HOUSTON —

PRIVATE AND INDEPENDENT SINCE 1923.

## Student Records Request

**\*Confidentiality of Student Records:** South Texas College of Law Houston 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 STCLH:				

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 Letter**
- ☐ **Copy of law school application**
- ☐ **LSDAS Report**
- ☐ **Official Class Rank (Graduate Only)** Graduation Date: \_\_\_\_\_
- ☐ **Paper Transcript – Number of Copies:** \_\_\_\_ **Official** \_\_\_\_ **Unofficial**  
[Electronic Transcript](#)  
- Available for graduates after 1984.  
- If requesting additional documents with transcript(s) complete and attach this form for processing.
- ☐ **Verification of Enrollment – Term** \_\_\_\_\_

Method of Delivery for Paper Transcripts:

- ☐ **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 submit completed form to: South Texas College of Law Houston 1303 San Jacinto Street Houston, TX 77002

Attn: Registrar's Office Fax:(713) 646-2939 Email: registrar@stcl.edu

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

Office Use Only

Processed by: \_\_\_\_\_

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