



Student Educational Records Release

***Confidentiality of Student Records:** The Family Educational Rights and Privacy Act (FERPA) protects the confidentiality of student educational records (“Educational Records”), and South Texas College of Law Houston may only release these records, other than directory information, to third parties with prior written consent.

STUDENT INFORMATION									
Student Name					Student ID Number				
					G				
Home Phone Number			Cell Phone Number		or Social Security Number				
Other Names Used While Attending STCLH:									

I authorize the law school to release the following records:

- 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
- Other (i.e. application addendums/amendments, course schedule, disciplinary records, law school application, LSDAS Report, out-of-state bar certification): _____

Issue record(s) to:

Individual/Entity Name _____

Hold for pickup – ID Required

Phone _____

Email _____

Mailing Address _____

City State Zip

By signing below, I consent and direct South Texas College of Law Houston to release my Educational Records to the authorized recipient. I agree to release, indemnify, and hold harmless South Texas College of Law Houston from all liability for damages of whatever kind which may result on account of the law school’s compliance, or any attempts to comply, with this authorization.

Signature _____ Date _____

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: ____/____/____