



PRIVATE AND INDEPENDENT SINCE 1923.

### 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:										
<p><b><u>I authorize the law school to release the following records:</u></b></p> <p><input type="checkbox"/> Paper Transcript – Number of Copies: ____ Official ____ Unofficial  <a href="#">Electronic Transcript</a>            - Available for graduates <u>after</u> 1984            - If requesting additional documents with transcript(s), complete and attach this form for processing</p> <p><input type="checkbox"/> Other (i.e. application addendums/amendments, class rank, course schedule, disciplinary records, law school application, LSDAS Report, out-of-state bar certification): _____</p> <p><b><u>Issue record(s) to:</u></b></p> <p>Individual/Entity Name _____ <input type="checkbox"/> <b>Hold for pickup – ID Required</b></p> <p>Phone _____</p> <p>Email _____</p> <p>Mailing Address _____            _____            _____</p> <p style="text-align: center;">City                      State                      Zip</p> <p>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.</p> <p>Signature _____ PIN: _____ Date _____</p>										

Please submit completed form to: South Texas College of Law Houston 1303 San Jacinto Street Houston, TX 77002  
 Attn: Student Enrollment Services Fax:(713) 646-2939 Email: studentservices@stcl.edu

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

**Office Use Only**

Processed by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_