

## RELEASE OF EDUCATION RECORD INFORMATION

New students are considered enrolled on the first day of classes. Enrollment will not be verified before that date. Transcripts will not be released to anyone with unpaid financial obligations.

### STUDENT INFORMATION

Student Name

Prior name(s), if applicable

Email Address

Linfield ID

**Student Signature** *(Requests will not be processed without student's signature)*

Date

### EDUCATION RECORD INFORMATION TO BE RELEASED:

- Enrollment Verification Number of copies: \_\_\_\_\_  
 Unofficial Transcript (includes GPA and grades) Number of copies: \_\_\_\_\_

**Please send:**

- Now  
 When I am registered for the following term:  
     Fall Semester    January Term    Spring Semester    Summer Term   Year: \_\_\_\_\_  
 After grades have posted for the following term:  
     Fall Semester    January Term    Spring Semester    Summer Term   Year: \_\_\_\_\_

Please include attached forms: \_\_\_\_\_

### PLEASE RELEASE TO:

- Pick up on campus.      Call me: \_\_\_\_\_  
    When ready:      Email me: \_\_\_\_\_
- Email (**unofficial transcripts cannot be emailed**)      Attention: \_\_\_\_\_  
    Email address: \_\_\_\_\_
- Mail (Please allow 3-5 business days for processing)      Recipient Name: \_\_\_\_\_  
    Street address: \_\_\_\_\_  
    City, State, Zip: \_\_\_\_\_
- FAX (Please allow 3-5 business days for processing)      Attention: \_\_\_\_\_  
    Fax Number: \_\_\_\_\_

### OFFICE USE ONLY:

STUDENT ACCOUNTS	REGISTRAR'S OFFICE
ECSI: _____ SA: _____	Approval: _____ Date Sent: _____ Clerk(s): _____