Information Release Request

**Instructions:** Return completed form to the Registrar’s office. This request may be submitted by mail, by fax or in person. Information is only released upon the student’s written request. All holds on a student’s account must be cleared before information can be released.

**Processing time:** Once a request has been received by the Registrar’s office, the requested information will be mailed within two business days during non-peak times, 5-7 business days during peak times (December–January, April–May and July–August).

**REQUESTOR INFORMATION**  Please print clearly.

<table>
<thead>
<tr>
<th>LAST NAME, FIRST NAME</th>
<th>STUDENT ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT ADDRESS</td>
<td>CITY</td>
</tr>
</tbody>
</table>

CURRENT PHONE NUMBER                      PROGRAM OF STUDY                      TERM

Please release the following item(s):

- [ ] Enrollment Verification Letter
- [ ] Other

Please specify semester:

Send information to:

- [ ] Will pick up from Clarkson College
- [ ] Fax

- [ ] Mail  Provide the complete address where the information is to be mailed.

**CONTACT**
Clarkson College Registrar’s Office
101 South 42nd Street  Omaha, NE 68131-2739
PH 402 552 3033  TF 800 647 5500  FX 402 552 6165
registrarstaff@clarksoncollege.edu

**SIGNATURE**  **DATE**