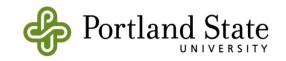
## **Education Record Request Form**

1. Student Information



The Family Educational Rights and Privacy Act (FERPA) affords students the right to inspect and review their education records. Due to the volume and diversity of academic records, you must be specific about the exact records you wish to inspect. The Office of the Registrar will provide copies of education records maintained within the Registrar's Office\* according to the Educational Record Copy Fee listed below. Processing times vary based on nature of volume of records requested.

Office Use Only:				
Amount Charged:	Initials:			
Payment Method:	Detail Code: ME18T			
Delivery Method				
Date Delivered:				

- \* Official PSU transcripts must be ordered through our transcript request process and are subject to separate fees.
- \* We are unable to provide copies of transcripts submitted to us from other colleges and universities.

Student ID Number	Date of Birth		
Last Name First Name	Middle Name	Former Name(s)	
Current Mailing Address	City	State	Zip
Phone Number	E-mail Address		
2. Educational Records Requested	3. Delivery Metho	d	
You must indicate which specific records you would like to inspect. Records that are not maintained by the Office of the Registrar must be requested from the appropriate office or department.  Educational Records Requested:	☐ I would like to make an appointment to visually inspect my educational record as specified in this request.  ☐ I would like photocopies of my educational record as specified in this request.  ☐ Pick-up at Registrar's Office ☐ Email: ☐ USPS Mail: ☐ I would like photocopies of my educational record as specified in this request delivered to a 3rd Party. Physical or email address:		
4. Authorization & Payment  Educational Record Copy Fee: \$5.00 up to 10 pa  Student Signature Required – Unsigned requests will no (We cannot accept electronic signatures; you must hand (payable to PSU)  Credit Card Number		<b>ver 10</b> Date	Exp. Date

Portland State University PO Box 751 Portland, OR 97207-0751 Fax: (503) 725-8180 Phone: (503) 725-3220 registrar@pdx.edu