



REQUEST FOR STUDENT LIFE RECORDS



--	--	--

Student Name on Record

StudentID #

Date of Birth

	<input type="checkbox"/> Yes <input type="checkbox"/> No	
--	--	--

Telephone #

Currently Enrolled?

Semester/Year last attended

Type of Record(s) being Requested:

- Grievance. Please specify: _____
- Student Conduct. Please specify: _____

The Family Educational Rights and Privacy Act of 1974 (FERPA), is a Federal law that protects the privacy of your records at Mt. San Antonio College (Mt. SAC). Under FERPA, Mt. SAC is required to treat non-directory information as private and protected information from individuals, other than the student. Third party individuals include parents, legal guardians, spouses, etc. Therefore, your student records cannot be discussed with third parties (parent, sibling, spouse, etc.) without your written consent.

--	--

Student Signature

Date

- ❖ Please submit this form to studentconduct@mtsac.edu
- ❖ This form must be submitted via your Mt. SAC student email address; another person cannot submit it on your behalf.
- ❖ Requests will be processed within 10 business days.
- ❖ Requested documents will be sent to your student email address via Mt. SAC Maxient Software or through Mt. SAC Dropbox (up to digital file size limit).