



# MOTLOW STATE

## ADMISSIONS & RECORDS

### STUDENT RECORD REQUEST FORM

**Information Regarding Records Requests:**

- Documents from student files will only be released via mail, in person to the student, or to the Motlow student email account associated with the student file.
- All college transcripts printed from your student file will likely be considered unofficial by other educational entities. Please check with your receiving institution for their rules regarding the receipt of transcripts and other documents.
- All documents will be marked "Copied from Student File."
- This form cannot be used to request your official transcript from Motlow State Community College. To request your official transcript, use this [link](#).

**Name** \_\_\_\_\_ **A#** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_ **Student Email** \_\_\_\_\_

**List of Documents Requested from your Student File:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Recipient:**

- Student pickup in person
- Email to Motlow student email address listed above
- Mail to the following address:

\_\_\_\_\_  
Attention To

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_