

MT. SAN ANTONIO COLLEGE STUDENT LIFE OFFICE

REQUEST FOR STUDENT LIFE RECORDS

	I	
Student Name (As it appears on your records)	Student ID Number	Date of Birth
	□Yes □No	
Telephone	Currently Enrolled?	Last attendance at Mt. SAC
Type of Record:		
☐ Academic 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 bet be discussed with third parties (parent, sibling, spouse, etc.) without your written consent.		
Student Signature	-	Date
 Please allow for 10 business days for yo Documents will be sent to your mailing 		essed.
 Please allow for 10 business days for yo Documents will be sent to your mailing mail. Digital files will be sent to your Mt. SA 	g address on your stud	essed. lent portal via USPS Certified
 Please allow for 10 business days for yo Documents will be sent to your mailing mail. 	g address on your stud C student email addre	essed. dent portal via USPS Certified ess via Mt. SAC Dropbox (up to
 Please allow for 10 business days for yo Documents will be sent to your mailing mail. Digital files will be sent to your Mt. SAG digital file size limit). Please submit this form in person to the mail account. 	g address on your stud C student email addre e Student Life Office	essed. dent portal via USPS Certified ess via Mt. SAC Dropbox (up to
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