

# Education Record Request Form



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.**

## 1. Student Information

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

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:

_____
_____
_____
_____
_____
_____
_____

## 3. Delivery Method

- ☐ 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 3<sup>rd</sup> Party.
- Physical or email address: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## 4. Authorization & Payment

**Educational Record Copy Fee: \$5.00 up to 10 pages + \$.50 per page over 10**



**Student Signature Required** – *Unsigned requests will not be processed*  
(We cannot accept electronic signatures; you must hand sign this document.)

Date

- ☐ Check Enclosed (payable to PSU)      ☐ Credit Card - For credit card payment, please contact the Office of the Registrar at registrar@pdx.edu for a link to our secure credit card payment system.
- ☐ Cash paid – Attach Receipt from the PSU Cashier's Office (please do not mail cash)

Portland State University ■ PO Box 751 ■ Portland, OR 97207-0751  
Fax: (503) 725-5525 ■ Phone: (503) 725-3220 ■ registrar@pdx.edu