



Galveston College

Student Records Request

Please fill out this form to request information from your student record on file at Galveston College. Note – any record which contains another student’s non-directory information cannot be released. The Admissions Office can only release student records which are maintained in its possession. For other records, you will need to contact the appropriate office/department.

This form is not to be used to request an official transcript. Please use the Transcript Request Form to request an official transcript.

Student Name: _____ Student ID Number: _____

Address: _____
Street/PO Box City State Zip

Record(s) Requested: _____

I am requesting a copy of the record(s) listed above and release Galveston College from all liability related to the release of these records.

Student Signature

Date

*****STAFF USE ONLY*****

Identity Verified

Records Released Date _____ Staff Initials _____

Comments/Notes: _____

