

REQUEST FOR CONDUCT RECORDS RELEASE FORM

All inquiries and/or submitted forms should be directed to deanofstudents@salve.edu

Today's Date: _____

Purpose for the request of records: _____

Student Name: _____

SALVE ID / Last 4 digits of SSN: _____

Date of Birth: _____

Contact Number: _____

Email Address: _____

Dates of Attendance at University: _____
(Ex. Fall 2017–Spring 2021)

I am a(n) ☐ registered student ☐ alumna/alumnus ☐ non-graduate

☐ I request a summary of all reportable non-academic disciplinary violations contained within my Salve Regina University student conduct record. Please send a summary of these records to me at the **address or email address** noted below.

Or:

☐ I request that a summary of all reportable non-academic disciplinary violations contained within my Salve Regina University student conduct record be forwarded to the **address or email address(es) of the institution(s)/person(s)** noted below. *You may also check this box if you need transfer, graduate school or other application forms completed on your behalf. Please attach form to this request.*

Send to me at **address or email address**
below:

Send to the **person/institution at address**
or email address below:

Signature: _____ Date: _____

Please provide specific email address and contact person's name when requesting records be sent to an institution. Attach a separate sheet of paper with addresses if necessary. **Failure to do so will delay the processing of your request.**

You are required to provide proof of identity in the form of a Salve ID or valid driver's license as an attachment to this document. **Failure to do so will delay the processing of your request.**

Requests can take up to 14 business days to process.