

## Written Consent for Disclosure: Request by Paying Parent

To obtain an unofficial transcript or verification of enrollment:

1. To make a request there must be a current Written Consent for Disclosure on file.
  - a. Written Consent for Disclosure requires renewal every year
  - b. Please print legibly when completing the form
    - i. Make sure to fill out all "Requester" portions and sign the request on the appropriate line.
  - c. Pickup requests will be processed within one business day
    - i. You must show photo I.D. to obtain your student's transcript and the name on ID must match the name on the student's Written Consent for Disclosure/record release
    - ii. If you wish for the transcript to be mailed, the mailing address must match the address in the Written Consent or release. If your address has changed since the release was entered, the student will need to update their release via My Chemeketa to reflect the change.
  - d. We do not email or fax student documents to third parties

Student ID (K#):  Birth Date:  -  -

Student Name: \_\_\_\_\_  
Last, First, Middle

Requester Name: \_\_\_\_\_  
Last, First, Middle

Requester Address: \_\_\_\_\_  
Street, City, State Zip

Requester Phone Number with Area Code: \_\_\_\_\_ Email: \_\_\_\_\_

Mail to address above (only can be processed if address matches our records)

Pick-up

Requester Signature: \_\_\_\_\_ Date

Office Use Only	
<input type="checkbox"/> I.D.	<input type="checkbox"/> My Chemeketa Release
<input type="checkbox"/> Expiration Date: _____	<input type="checkbox"/> Matching Address
<input type="checkbox"/> SFAREGS/SHACRSE	
Processed by: _____	Date: _____