

# Request for Academic Record/Confidential File

Office of the Registrar, University of Memphis, 003 Wilder Tower / Fax: 678-3249

**You must be a U of M faculty or staff member to submit a request. Refer to the next page for instructions on completing and processing the form.**

## Service Requested

Copies of items from Confidential Files prior to Fall 2005 (transfer evaluations, non-U of M transcripts, entrance exam scores, etc.)

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Copy of the U of M Academic Record. Please indicate the type needed:

Hard copy. (Transcript is not online)

Electronic. (Don't request this if you have access to the online student information system; simply print your own unofficial record.)

## Student Information

Name (Last, First, M): \_\_\_\_\_

U-Number (or SSN if no U-Number): \_\_\_\_\_

First Attended: \_\_\_\_\_ Term: \_\_\_\_\_ Year: \_\_\_\_\_

Last Attended: \_\_\_\_\_ Term: \_\_\_\_\_ Year: \_\_\_\_\_

Other Names Used: \_\_\_\_\_

## Processing Information

Date Submitted: \_\_\_\_\_ Date Required: \_\_\_\_\_

Please Mark One: Send through Campus Mail

Will pick up on: \_\_\_\_\_ (Date) at: \_\_\_\_\_ (Time)

FAX the information to: \_\_\_\_\_

Purpose for Requesting Information:

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**I accept responsibility for protecting the privacy of student education records. I will not release information to a third party.**

Signature: \_\_\_\_\_

Print/Type Name: \_\_\_\_\_

UM Dept/Office: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## Registrar's Use Only:

Received \_\_\_\_\_ Initials \_\_\_\_\_ Completed \_\_\_\_\_

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## General Instructions and Requirements

- ✓ Complete all appropriate sections of the form; except for signatures, please type or print.
- ✓ Sign the form. We cannot process your request unless you sign the form.

## Completing the *Student Information* Section

- ✓ **Student ID** – You may enter the student's U-Number (preferred) or the student's SSN if the student does not have a U-Number. A U-Number (Banner ID) always begins with the letter "U" and is followed by 8 digits.

## Completing the *Processing Information* Section

- ✓ **Purpose for Requesting Information** – You must state your reason for requesting the records, and the reason must pertain to your official University responsibilities.

## Signature

- ✓ Again, you must sign the form.

## Submitting the Form

- ✓ Deliver the completed form to:  
Transcripts, 003 Wilder Tower, Memphis, TN 38152-3520  
Ph: 901.678.3925, FAX: 901.678.3249.
- ✓ If you have any questions regarding the form, please call Transcripts at 678.3925.