Linfield College

OFFICE OF THE REGISTRAR

RELEASE OF EDUCATION RECORD INFORMATION

New students are considered enrolled on the first day of classes. Enrollment will not be verified before that date. Transcripts will not be released to anyone with unpaid financial obligations.

STUDENT INFORMATION

Student Name _____ Prior name(s), if applicable _____

Email Address _____ Linfield ID _____

Student Signature *(Requests will not be processed without student's signature)* _____ Date _____

EDUCATION RECORD INFORMATION TO BE RELEASED:

☐ Enrollment Verification Number of copies: _____

☐ Unofficial Transcript (includes GPA and grades) Number of copies: _____

Please send:

☐ Now

☐ When I am registered for the following term:

☐ Fall Semester ☐ January Term ☐ Spring Semester ☐ Summer Term Year: _____

☐ After grades have posted for the following term:

☐ Fall Semester ☐ January Term ☐ Spring Semester ☐ Summer Term Year: _____

Please include attached forms: _____

PLEASE RELEASE TO:

☐ Pick up on campus. Call me: _____

When ready: Email me: _____

☐ Email (unofficial transcripts cannot be emailed) Attention: _____

Email address: _____

☐ Mail (Please allow 3-5 business days for processing) Full mailing address: _____

_____

_____

☐ FAX (Please allow 3-5 business days for processing) Attention: _____

Fax Number: _____

OFFICE USE ONLY:	
STUDENT ACCOUNTS	**REGISTRAR'S OFFICE**
ECSI: _____ Approval: _____ SA: _____	Date Sent: _____ Clerk(s): _____