VAN ANDEL INSTITUTE® GRADUATE SCHOOL

PERMISSION TO RELEASE NON-PUBLIC INFORMATION

The Family and Educational Rights and Privacy Act of 1974 provides that the release of education records (or personally identifiable information therein, except for public directory information) will not be made without the written consent of the student.

In order that VAIGS may comply with the law, please provide the information requested below and sign this request form.

PLEASE PRINT*:*

Name:_____
FIRST MI LAST

Date of Birth: _____ Telephone Number:_____

Information to be released*: ☐ TRANSCRIPT ☐ VERIFY ENROLLMENT ☐ OTHER / PLEASE IDENTIFY BELOW:

_____

_____

_____

**If you are requesting enrollment verification, please include the semester(s) you need verified.*

Person to receive information:

_____
NAME/Organization

_____
ADDRESS CITY, STATE POSTAL CODE

_____ _____
STUDENT SIGNATURE DATE

Date sent: _____ *via: E-mail / US Postal mail / Fax / Hand Delivered*

2020-02-12