

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT STUDENT RECORD REQUEST FORM

Complete this form and mail, fax, or drop it off at our office. Students may request up to five student records at one time. Allow 2-3 business days for processing and then time for USPS to deliver the records. There is no fee/no charge for continuing education student records at this time. Student record requests will not be processed if there is a financial hold on the student account.

Name _____ AACC ID# _____ Birth Month & Day _____

Previous name(s) used while attending AACC _____

Phone _____ Email _____

Current home address _____

City _____ State _____ Zip Code _____

Approximate years of attendance _____ to _____


Student Record Action: _____ Send student record now
_____ Send after grades are posted _____ Fall _____ Winter _____ Spring _____ Summer

Number of student records requested: _____

Student Record Delivery Method: _____ Send Student record to home address listed above
_____ Send my Student record to the individual/institution listed below
_____ Pickup: _____ Arnold _____ Arundel Mills _____ Glen Burnie _____ Ft Meade
Please allow 4-5 business days to be delivered to Arundel Mills, Glen Burnie, and Ft. Meade

I authorize _____ (*name*) to pick up my student record. Any person picking up student records on your behalf must show photo ID.

MAIL STUDENT RECORD TO: _____

 **Student Signature:** _____ **Date:** _____
Required to release student record

College Use Only: Processed by _____ Date _____

Notice of Nondiscrimination: AACC is an equal opportunity, affirmative action, Title IX, ADA Title 504 compliant institution. Call Disability Support Services, 410-777-2306 or Maryland Relay 711, 72 hours in advance to request most accommodations. Requests for sign language interpreters, alternative format books or assistive technology require 30 days' notice. For information on AACC's compliance and complaints concerning sexual assault, sexual misconduct, discrimination or harassment, contact the federal compliance officer and Title IX coordinator at 410-777-1239, complianceofficer@aacc.edu or Maryland Relay 711.