

Transcript Pick-Up Release Form

The University of Denver is committed to the safeguarding and accurate maintenance of student records. The Family Educational Rights and Privacy Act (FERPA) of 1974 provides students with a number of rights regarding their educational records.

Occasionally students will need to release part or all of their student record to third parties such as parents, attorneys, or employers. The University of Denver will not release student records without the written consent of the student.

Please complete this form if you wish to allow someone to pick up your transcript (that you have already ordered) from the Office of the Registrar on your behalf.

Date: _____

Student ID: _____

Full Name: _____

“I give permission for _____ * to pick up my transcript order from the Office of the Registrar on my behalf.”

Student signature: _____

(Handwritten signature required)

*The person listed above must bring a photo ID with them in order to pick up the transcript.

This form is valid for one transcript order and expires after 30 business days if the transcript is not picked up.