Parent Request for Information of Dependent Student

Student must self-report that they are a dependent of the requestor by completing a Student Declaration of Dependent Status or requestor must supply a copy of most recent income tax return which lists the student as a dependent. You must complete a separate form for each individual request.

(Please Print)
Student’s Name ____________________________

(JMU) Student ID # (if known) ______________________

Information Requested:

☐ Class Schedule - Indicate term and year:
   Fall 20_______ Spring 20_______ Summer 20_______
   (Only one term may be selected.)

☐ Grades (If selected, a transcript will be issued that includes all grades for all completed semesters.)
   ☐ The transcript should be sent at the end of the current semester after final grades are posted.

☐ Other: indicate the information being requested on the line below. (Please note that only educational records may be released from this office. We will alert you if what you request is not deemed to be an educational record and/or where you might request it.)

____________________________________________________________________

Send information to: Mailing Address

____________________________________________________________________

Note: Please allow 7-10 business days (excluding mail time) for processing from the date that we receive the request.

Printed Name Of Requestor ____________________________

(Last) (First) (MI)

Signature Of Requestor ______________________________________ Date ________

Daytime Phone # ____________________________

Preferred Email address ____________________________

Office Use Only

___ Verified student is dependent of requestor

Verifier: ________________________________

Date: ____________________