



## Procedures for Requesting Deceased Student Records

**Statement of Protocol:** *Upon the death of a student, the University holds the student's education record in trust, and will allow for the request of the student's record by an individual(s) with a legitimate education interest. In order to obtain access to a deceased student's record, the individual must prove a close familial relation to the deceased by providing a birth certificate, death certificate, baptismal record, marriage or domestic partnership license, or other legal documents which state the individual's name and relation to the deceased. Photo identification (government issued ID, driver's license, passport, military ID) of the individual must also be provided. Upon receiving the request, the Registrar or designee will review all supporting documentation, and will make a final determination as to the release of the student's record.*

**Step 1:** Read the "Statement of Protocol" above, and gather all required documents.

**Step 2:** Complete the "Deceased Student Record Request" accurately.

**Step 3:** Attach all required documents to the form as stated above, including proof of relation to the student and the individual's photo identification.

**Step 4:** Submit the request to the Bronco Advising Center front desk during regular business hours (Monday – Friday, 8am – 5pm).

**Step 5:** Once the request is review and a decision is made, you will be contacted at your preferred contact stated on the request below.

**Note:** All fees which apply to duplicate copies of records will be required for release of documents, including copies of diploma and transcripts.



## Deceased Student Record Request

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Note: all fees apply

Date of Request: \_\_\_\_\_

**Name of the Deceased:** \_\_\_\_\_

**Bronco ID or SSN:** \_\_\_\_\_

**Requester's Name:** \_\_\_\_\_

**Requester's relationship to the deceased:** \_\_\_\_\_

**Preferred Method of Contact:**  Phone  Mailing Address

Contact Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Type of Document(s) Requesting:** \_\_\_\_\_

Diploma  Transcript  Degree Verification

Other, specify: \_\_\_\_\_

**Supporting Document(s) Attached:** \_\_\_\_\_

Birth Certificate  Death Certificate  Baptismal record

Marriage or domestic partnership license

Other legal document, specify: \_\_\_\_\_

**Proof of Requester's Photo ID:** \_\_\_\_\_

Government Issued ID  Driver's License  Passport

Military ID  Other, specify: \_\_\_\_\_

### For Office Use Only

Request:  Approved

Denied, comment: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

Date of Notification to Requester: \_\_\_\_\_

If approved, date processed: \_\_\_\_\_