

## Procedures for Requesting 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 interest. In order to obtain access to a deceased student's record, an 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. Upon receiving the request, the Registrar, or that officer's 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:** Fill out the "Deceased Student Record Request Form" completely and accurately.

**Step 3:** Attach all required documents to the form.

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

**Step 5:** Once the request is approved or denied, the Registrar's Office may contact you at the number you have provided for additional steps, if required.

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

This form may be submitted in person or mailed to the following address, supporting documentation must be attached:

California State Polytechnic University, Pomona  
Registrar's Office  
3801 W. Temple Ave.  
Pomona, CA 91768

# Deceased Student Record Request Form

**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 interest. In order to obtain access to a deceased student's record, an 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. Upon receiving the request, the Registrar, or that officer's designee, will review all supporting documentation, and will make a final determination as to the release of the student's record.

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

Bronco ID or SSN Number: \_\_\_\_\_

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

Contact Number: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Relationship to the Deceased: \_\_\_\_\_

Supporting Document(s) Attached:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of Document Requesting:

- Diploma
- Transcript
- Degree Verification

\*All Fees Apply

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