

Appalachian School of Law

1169 Edgewater Drive
Grundy, Virginia 24614
Phone: (276) 935-4349 or (800) 895-7411
Fax: (276) 935-8496

Student Request for Release of Records

Please Print Legibly:

Student Name: _____

Date of Request: _____

Phone: _____

Email Address: _____

Student Address: _____

City: _____ State: ____ Zip: _____

Please complete the following and sign below:

I request a copy of the following information from my ASL student record:

Student's Signature: _____

Date: _____

Student's Name (print): _____

Please mail the authorized documents/information

to: *(Include Contact Name, Address, etc.)*

**The Contact Name, Address, etc. above is also required for fax requests.*

_____ The student will pick up the documents from
the Registrar's Office.

Processing Time is Approximately 5 Business Days

For Office Use only:

Request complete

Date: _____ Initials: _____