



## **Release of Deceased Student Records Operating Procedure**

**Operating Procedure Section: IT, Security, Privacy & Records**

**Procedure Number: 3.045**

**Effective Date: 12/04/10**

Arkansas State University regards academic records of deceased students as confidential information. Records of a deceased student will be made available to the executor of the estate, parent, spouse, child or next of kin upon written request, or as required by court order or lawfully issued subpoena. The written request must identify the requestor's relationship to the deceased student and must include a copy of the death certificate. The Registrar reserves the right to refuse any request for records which does not comply with the above requirements.

Example form:

### **Request for Deceased Student Records**

Please complete the following form, attach a copy of the death certificate, and return the form and the death certificate to the Office of the Registrar, \_\_\_\_\_ (Address) \_\_\_\_\_.

Requestor Name (Printed): \_\_\_\_\_

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

Telephone Numbers: \_\_\_\_\_

Relationship to Deceased Student: \_\_\_\_\_

Name of Deceased Student: \_\_\_\_\_

Date of Birth of Deceased Student: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_

Social Security or Student Identification Number: \_\_\_\_\_

**I certify that the above information is true and correct to the best of my knowledge and belief**

Signature of Requestor: \_\_\_\_\_

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

**A copy of the death certificate of the deceased student is required to be attached to this form.**