

REQUEST FOR CONTENT(S) IN A CREDENTIAL FILE

In general, credential files that are kept in our office are retained for **up to three years** beyond the term of program completion or for **one year** after non-enrollment (if you have not completed the program), whichever occurs first.

[Required] Student Information:

Name _____
Last First Middle

Net ID/Student ID _____

Credential Program Name _____ Program Year _____

Email Address: _____

You are advised to provide your Horizon email account unless you are no longer an active student.

Home Phone _____ Work Phone _____ Cell Phone _____

Please provide email address where you would like document to be sent.

Email Address

[Required] Document(s) Requested. Up to 3 documents per student, are free of charge, please provide as much specific information as possible: no transcripts can be sent from East Bay or other institutions

NOTE: There is \$15 fee for a copy of the entire credential file.

Per this form, I authorize CSU East Bay to release information concerning my educational records.

Type name: _____ Date _____

THIS SECTION IS FOR OFFICE USE ONLY

Date Form Received: _____ By Staff Initials: _____

Date Processed: _____ Payment Info: _____ By Staff Initials: _____