



## Instructions on requesting information from Student Files

Print off this form and fax it into our office prior to 5:00 p.m. at least on business day prior to visiting the office to pick up the requested document. Our Fax number is **509-358-7538**

Please note that before you receive the document requested we will verify your photo ID and ask you for one of your business cards. We will retain your business card with this request form and the required release form with the student's signature for our internal audit purposes. If a business card is unavailable we will make a copy of your credentials or another piece of photo ID for our before mentioned audit purposes.

Please be sure to list a contact telephone number on your FAX header sheet so that if need be we can contact you if we have any problems with your request before you travel to our office.

If you have any questions, feel free to contact us by phone at 509-358-7978.