



MT. SAN ANTONIO COLLEGE
STUDENT LIFE OFFICE

REQUEST FOR STUDENT LIFE RECORDS

Form fields for Student Name, Student ID Number, and Date of Birth

Student Name (As it appears on your records) Student ID Number Date of Birth

Form fields for Telephone, Currently Enrolled?, and Last attendance at Mt. SAC

Telephone Currently Enrolled? Last attendance at Mt. SAC

Type of Record:

- Academic Grievance. Please specify:
Student Conduct. Please specify:

The Family Educational Rights and Privacy Act of 1974 (FERPA), is a Federal law that protects the privacy of your records at Mt. San Antonio College (Mt. SAC).

Student Signature Date

- Please allow for 10 business days for your request to be processed.
Documents will be sent to your mailing address on your student portal via USPS Certified mail.
Digital files will be sent to your Mt. SAC student email address via Mt. SAC Dropbox (up to digital file size limit).
Please submit this form in person to the Student Life Office or through your Mt. SAC e-mail account.

Office Use Only

Received by:
Date Sent:
Notes:
Staff Signature:

Student Life Office
Mt. San Antonio College Building
9C - Student Life Center
1100 N. Grand Ave
Walnut, CA 91789
909.274.4525