

# Request for Release of Personal Information

Office of Academic and Student Affairs  
 Creighton University School of Pharmacy and Health Professions  
 2500 California Plz, Criss III Suite 154

Omaha, NE 68178  
 fax: (402) 280-1148

<http://spahp2.creighton.edu/oasa/Student%20Use%20Forms.aspx>

## Instructions:

- All requests for copies of official student documents or letter from the Dean must be made in writing and delivered, faxed, or mailed to the address in the header of this form. Since we must have a signed request from you, no requests will be taken over the telephone or accepted via email without completion of this form.
- Complete all sections of the form below. Be sure to attach the appropriate forms, if applicable. You may scan the signed form and e-mail it as an attachment from your Creighton University e-mail account.
- Under ordinary conditions, your request will be processed within 5 working days. However, please be aware that some requests cannot be completed and verified until after final grades have been submitted and / or you have officially graduated. In some cases the form must be notarized (there is a notary in the School).
- Specific questions may be directed to Dr. René Padilla, Associate Dean for Academic and Student Affairs, at [rpadilla@creighton.edu](mailto:rpadilla@creighton.edu) or Liz Gustin, Senior Administrative Assistant at (402) 280-3109.

## Your Information:

First Name:		MI:		Last Name:	
Class Year:				Circle one:	Male      Female
Address:					
City:		State:		Zip Code:	
Phone Number:		Email :			

## Request Information:


<input type="checkbox"/> Form - please attach or enclose	
<input type="checkbox"/> Letter	Addressed to:
	What should it state:
	For what purpose will this information be used?

Do you want this form / letter handled for you?

<input type="checkbox"/> Deliver to me*	<input type="checkbox"/> Mail to addressee on form/letter	<input type="checkbox"/> Fax # _____
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\*Campus students - your request will be placed in your student mailbox; distance students - your request will be mailed to you. An email will be sent as notification that the form/letter has been completed and distributed.

## Release Information:

 <b>Signature:</b>	Request Date:
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<b>Office Use Only</b>	
Original Mailed To:	Mail Date:
Date & initials Put in Student Mailbox:	Date & initials Student Notified: