



# Office of the Registrar

Phone: (812) 237-2020

Fax: (812) 237-8039

## Academic Information Release Form Manual Process

Students who are currently enrolled at Indiana State University should obtain Enrollment Verifications online through their My ISU student portal under the "All Users" tab. If your request includes enrollment history prior to 2006, international student information, or needs official GPA information, you must request a manual Enrollment Verification using this form. This form must be signed for all requests. Picture identification must be submitted with GPA requests.

National Student Clearinghouse  
13454 Sunrise Valley Drive, Suite 300  
Herndon, VA 20171  
Phone: (703) 733-4200  
Fax: (703) 742-7792  
[service@studentclearinghouse.org](mailto:service@studentclearinghouse.org)  
<http://www.studentclearinghouse.org>

Anyone not currently enrolled at Indiana State University (including employers, etc) should obtain Enrollment Verifications and other academic directory information through the National Student Clearinghouse. If your request does not include enrollment history prior to 2006, international student information, or need official GPA information, please direct all inquiries to the National Student Clearinghouse (contact information is listed to the right.)

The Family Educational Rights and Privacy Act of 1974, as amended, requires the written consent of the student for release of confidential information. Please complete the sections below:

### Student Information

\_\_\_\_\_  
Last Name                                      First Name                                      Middle Name                                      University ID # (XXX-XXX-XXX)

### Reason for Request of Manual Release of Academic Information

Please mark the appropriate reason(s):

- GPA Request
- Unable to Access MyISU Portal
- Enrollment History Previous to Fall 2006
- Change in Status Since Last Upload to Clearinghouse
- International Student

I give my consent to Indiana State University to release the above information to the indicated address or fax number:

\_\_\_\_\_  
Street Address                                      City                                      State                                      Zip Code                                      Fax Number

\_\_\_\_\_  
Student Signature                                      Date                                      Phone Number

### OFFICE USE ONLY

Student ID Checked:    Yes     No                                       OR Staff Member                                      Date

SFARQST Codes:    GPA = GPA Request    HIST = Prior to Fall 2006    HFUT = International Student; unable to access portal; change in status