

## Official Co-Curricular Record Request

The Co-Curricular Record is a Strategic Initiative to provide students with a verified, documented history of their university related achievements outside of the classroom. Indiana State University began to systematically maintain co-curricular data beginning with the Fall 2010 term. While data prior to the Fall 2010 term that may appear has been verified, it may not be complete. Please note this record may not include all activities in which the student may have participated. Additional information is available at the Co-Curricular Record web site. <http://www.indstate.edu/ccr>

Completion of the Official Co-Curricular Record Request form is required for each co-curricular record request. This form may be filled out online or by hand, then submitted either through your Sycamores student e-mail account to [JSU-ORR@mail.indstate.edu](mailto:JSU-ORR@mail.indstate.edu), faxed to 812-237-8039, mailed to the Office of the Registrar, Parsons Hall Room 009, Indiana State University, Terre Haute, IN 47809, or submitted in person. The co-curricular record may be obtained either in person by the student or a specified designee, or mailed to an address indicated by the student on this form. A separate request form is required for each co-curricular record copy.

For general questions concerning the use and content of the Co-Curricular Record please contact the Office of Student Activities and Organizations at 812-237-3852.

### Student Information

Last Name	First Name	MI	University ID # (XXX-XXX-XXX)	
Street Address	City	State	Zip Code	
Date of Birth	Phone Number	Dates of Attendance		

### Issue Information

**Please indicate below by which method the co-curricular record will be received: (choose ONE only)**

I will pick up my co-curricular record in person.\*

Please mail my co-curricular record to this address:

Last Name		First Name
Street Address	City	State      Zip Code

I would like to designate someone to pick up my co-curricular record.\*

\*Photo ID required.

Designee Last Name		First Name
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Student Signature	Date
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#### OFFICE USE ONLY

\_\_\_\_\_  
Processed By

\_\_\_\_\_  
Date