



MIDDLE GEORGIA STATE UNIVERSITY

Deceased Student Records Release Request

Submit completed form to registrar@mga.edu

Middle Georgia State University's deceased student policy enables family members (parents, spouse, and/or children) or someone with power of attorney/executor with proper documentation to request the release of student account records.

Required documentation for the release of a deceased student's information must be attached to this request form:
(Request will not be processed without all required documentation)

Family (parent, spouse, or children):

- Copy of death certificate
- Photo ID

Guardian/Third Party:

- Copy of death certificate
- Photo ID
- Probate documentation and/or Power of Attorney

Requester Name:

Relationship:

Student Name:

MGA ID Number:

Reason for Request:

Delivery Method:

Mail Address: _____ City: _____ State: _____ Zipcode: _____

Fax Fax Number: _____

Email Email Address: _____

In Person

I certify that the information and documentation provided is true and I am eligible to request these records.

Requester Signature:

Date:

This section to be completed by the Office of the Registrar

Approved by:

Completed and released date: