



Middle Georgia
State University

MIDDLE GEORGIA STATE UNIVERSITY
Deceased Student Records Release Request

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

DATE: _____

Requestee Name: _____ **Relationship:** _____

Student Name: _____ **ID#/SSN:** _____

Reason for request:

Delivery Method:

- Mail Address: _____
- Fax Fax Number: _____
- e-Mail Address: _____
- In Person

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

Requestee Signature _____

* Office use only

This section to be completed by Registrar's Office

Approved by: _____

Completed and delivered date: _____