GLS ACADEMIC INFORMATION DISCLOSURE REQUEST FORM

Purpose of Form: This form allows students and alumni of the S.J.D, D. Law, LL.M., and M.J. degree programs to request and authorize the Office of Graduate Legal Studies (GLS) to disclose academic information regarding their enrollment status, as revealed within their academic file and on record at Loyola University Chicago School of Law, to a designated individual and/or institution for academic and career purposes or otherwise specified.

Directions: Each requesting student or alumni must complete the following request form and provide a dated signature below. All completed forms must be returned to the Office of Graduate Legal Studies.

Request:

I __________________________ request that the following academic information regarding my enrollment status or otherwise specified below be communicated via

[ ] letter (postal mail) [ ] letter (e-mail) [ ] letter (fax) [ ] letter (pick-up)

to the designated individual or institution specified below. I request that this letter

[ ] confirm current enrollment [ ] confirm previous enrollment [ ] confirm degree completion

Specific details that should be included in this letter are as follows: ____________________________________

________________________________________________________________________________________

Please send this letter as indicated above to the following:

________________________________________________________________________________________

(name and title of recipient) (name of institution)

(address of recipient – required for all requests) (e-mail or fax number of recipient)

I am making this request for

[ ] educational [ ] career [ ] other __________________________

(please specify)

My signature below certifies my authorization and written consent for this disclosure of academic information by the Office of Graduate Legal Studies.

_____________________________________   _________________

Signature Date

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For Office Use Only

Received by: _______________________________

Date: ________________