

## Student File Release Form

**Instructions:** The only people with access to your student file are you, your academic advisor, department chair, and department administrator. If you wish to give someone else access to your whole file or portions of it, you must complete this form and submit to the Registrar's Office [Registrar@hsph.harvard.edu](mailto:Registrar@hsph.harvard.edu).

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Harvard ID: \_\_\_\_\_

Department/Program: \_\_\_\_\_

---

I give permission for \_\_\_\_\_ to have access to the following:  
(Full Name and Department)

Please select one:

- Entire student file
- A portion of my file:
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- \*Transcript
- Other: \_\_\_\_\_

\*Transcript: If the person is not a Harvard Chan School staff, please fill out the Transcript Request Form.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

---

### REGISTRAR OFFICE USE ONLY

- The above request was approved
- The above request was not approved for the following reason(s): \_\_\_\_\_

Comments: \_\_\_\_\_

Registrar Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_