

College Record Release Form:

Section A: To the Prospective Student:

Please **read this document carefully** and then **complete and sign** the below release form. Your signature will authorize the Student Conduct Office to provide the (relevant office) at East Stroudsburg University with the requested information. Please forward **both** the completed/signed release **and** the Dean of Students Certification Form to the Dean of Students/Chief Student Affairs Officer at the college(s) from which you are transferring.

“By my signature below, I specifically authorize _____ (“School”) to release to the (relevant office) at East Stroudsburg University (“University”) any and all information/documentation concerning my involvement in disciplinary matters resulting in my probation(s), suspension(s), and/or expulsion(s) by other institutions of higher education. I also specifically authorize the School to release/provide the information necessary to complete the Dean of Students Certification Form. I understand that the University will obtain this information for the purpose of confirming information that I have disclosed and/or acquiring additional information related to disciplinary/dismissal incident(s). I understand that the University may use the information that is obtained in order to make appropriate education-related decisions regarding my application for admission and request for on-campus housing, as applicable”.

Name (please print) _____			
_____	_____	_____	_____
First	Middle	Last	
Social Security Number XXX-XX-____			
Address _____			
City _____		State _____	Zip Code _____
Telephone Number _____			
Student Identification Number (if known) _____			
Signature: _____		Date: _____	

Section B: To the Dean of Students/Chief Student Affairs Officer:

Please provide the below requested information to the (relevant office) at East Stroudsburg University:

1. A copy of the disciplinary letter / documents outlining the disciplinary offense;
2. The final disposition, including any applicable sanction(s), of the hearing body; and
3. The completed copy of the attached Dean of Students Certification Form.

Please Mail/Scan/Fax Documents to: East Stroudsburg University
Hold Review Process
(relevant office)
200 Prospect Street
East Stroudsburg, PA 18301
(relevant fax)

If you have any questions or concerns, please contact (relevant office)

College Record Release Form & Dean of Students Certification Form

Dean of Students Certification Form:

To be completed by the Dean of Students/Authorized Student Conduct Officer:

This form is to be used to report on the applicant's disciplinary record at your institution. Your report will be handled with great care. It will be reviewed by the (relevant office) at East Stroudsburg University and the review committee as they decide on the student's application. In accordance with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. § 1232g) students have access to their permanent files including forms such as this one. Your comments are important to us and we thank you for your assistance.

Name _____

Signature _____ Date _____

Phone Number _____

Address _____

City _____ State _____ Zip _____

Please complete the following evaluation questions:

1. Do you have access to the student's conduct history for review? Yes / No
2. Has the applicant been the subject of any disciplinary action for conduct at your institution either on campus or off campus? Yes / No
3. Is the applicant eligible to return to your institution? Yes / No
4. Are there any disciplinary charges pending? Yes / No
5. Has the applicant been suspended, dismissed, expelled, or withdrawn from your institution for disciplinary reasons? Yes / No

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Applications will not be processed without this information