

Instructions for Investigators

REQUESTING STUDENT INFORMATION

If you need to request information from a student's educational record (such as grades, QPA, etc.), please fill out the Investigator Request Form and fax it to the University Registrar's Office *along with the signed release/consent form*.

On the form, you will indicate the approximate time you will come to pick up your requested information. **Our staff are only available to from 10:00–11:30 a.m. and 2:00–4:00 p.m. Monday through Friday.** When you arrive to pick up your request, you will be asked to show identification.

We will provide you with a receipt to verify that the University Registrar's Office processed your request. If you need to speak to departmental staff (instructors, advisors, etc.), show them this receipt, as well as your credentials and the signed consent/release form. They will then be free to discuss *subjective* information not pertaining to a student's academic record (e.g. personal observations about the subject based on their particular interactions with the subject). **This receipt must be used within 20 days of issuance.**

All academic information requests must come through the University Registrar's Office. Academic department faculty/staff *cannot* give you transcripts or degree/enrollment verification.

WHAT CARNEGIE MELLON WILL/WILL NOT DO

The following summarizes the types of information we will / will not release.

The University Registrar's Office WILL:

- Provide an official academic transcript
- Provide a receipt as proof that your request was processed by the University Registrar's Office.
- Provide directions to campus offices upon request.

Faculty and Staff in Academic Departments MAY:

- Discuss "subjective" material with investigators relating to personal observations about the subject based on their particular interactions with the subject upon explicit request after being shown the signed receipt from the completed Investigator Request form and a signed release from the student under investigation.
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The University Registrar's Office WILL NOT:

- Provide references for an application (instructor, advisor, etc.) if not already given by the student.
- Process a request unless the proper form has been filled out, with authorization and identification provided.

Faculty and Staff in Academic Departments WILL NOT:

- Discuss or give out any educational records with investigators, under any circumstances. These must be obtained through the University Registrar's Office.

Investigator Request Form

Investigators must use this form when requesting information about students/alumni. Fax this form, *along with the required release/consent form*, to us at (412)-268-6651. **Allow 24 hours' notice before any pickup.**

I. STUDENT INFORMATION

Student Name (please print): _____
Last *First* *MI*

Student ID Number: _____ Date of Birth: ____/____/____
DD *MM* *YYYY*

Other names used (if applicable): _____

II. INVESTIGATOR INFORMATION

Name (please print): _____
Last *First* *MI*

Agency: _____ Job Title: _____

Phone Number: (____) _____ Fax: (____) _____

E-mail: _____ Date Submitted: ____/____/____
DD *MM* *YYYY*

III. INFORMATION REQUESTED

Check boxes next to the information you are requesting.

- | | |
|---|--|
| <input type="checkbox"/> Grades (Official Transcript) | <input type="checkbox"/> Other: Please specify _____
<i>Note: These will be individually reviewed and discussed with you at the time of pickup.</i> |
| <input type="checkbox"/> Intended faculty/staff reference(s): | |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
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IV. PICKUP TIME

Specify the date and approximate time when you will be at our office to pick up your requested information. We are only available from 10:00–11:30 a.m. and 2:00–4:00 p.m. Monday through Friday.

Date: ____/____/____ (Approximate) Time: _____ a.m. p.m.
DD *MM* *YYYY* *(circle one)*

URO USE ONLY

- | | |
|--|--|
| <input type="checkbox"/> Request Processed
Initials/Date: _____ | <input type="checkbox"/> Picked Up by Investigator
Initials/Date: _____ |
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