



Social Work Professional Programs STUDENT FILE RECORDS REQUEST FORM

Policy and Procedures

As noted in both the *BSW* and *MSW Student Handbooks*, the contents of students' files are open to students under the supervision of faculty or designee. The file may not be removed from the office.

Students or alumni interested in obtaining copies of the documents within their own student files may complete this request form, which requires identification, by name, of the specific documents requested. Specificity is required; for example, "everything in my file" is not acceptable. Only current students or alumni may make such requests. Copies of requested documents will be charged at a rate of 25¢ (25 cents) per side. Electronic copies will not be made available. Requests should be emailed to socialwork@uwgb.edu and will be processed within 10 work days of receipt. "Processed" means that the student will be sent an invoice documenting the number of sides for each document requested and a total fee. Invoices will be sent to the email address noted on this form. Incomplete requests will not be processed. MSW students, as indicated in the *Student Handbook*, please remember that requests for MSW application materials must be made directly to the Graduate Studies Office.

Students/Alumni have 10 days from the date of the invoice to remit payment to the Social Work Program (cash or a check made out to "UWGB"). Failure to submit payment within this timeframe voids the request. Paper copies of the documents will be available for the student/alumni to pick up from the Social Work office (room 310 of Rose Hall) within 10 working days of receipt of payment. Students/Alumni wishing to have the documents mailed to an address specified on this form will be charged an additional \$5.00 fee. If a designee for the student will be picking up the copies, that person must be identified on this form.

Request Form

Name of Student/Alumni (First, Last): _____

Any other names used while in the program: _____

Years attended BSW and/or MSW program(s): _____

Email address (for correspondence regarding request): _____

Phone number (for correspondence regarding request): _____

In the table below, please indicate the document(s) you are requesting, including identifying whether each document is either a BSW or MSW document. For students/alumni of both the BSW and MSW programs, please use separate lines for each individual request. Submit additional forms if more lines are required. Please reference your *Student Handbook* (available at www.uwgb.edu/socwork) for information about documents typically retained by the Programs.

BSW (X)	MSW (X)	Document Name (be as explicit as possible)	# Pages (to be completed by SW office)	Document Cost (to be completed by SW office)

_____ Check (X) this box if you want to have copies mailed to you; this will incur an additional \$5.00 fee. If box is checked, please provide the address where you would like the copies sent:

_____ Check (X) this box if you want to identify a designee to pick up the copies at the Social Work office (room 310 of Rose Hall) for you and provide the name of the designee below:

Signature of Student/Alumni

Date

Invoice (to be completed by SW office)	Total Payment Due: _____
	Payment Due Date: _____