
Release of Deceased Student Records

OFFICE OF RECORD: Office of Academic Affairs
RESPONSIBLE EXECUTIVE: Registrar
EFFECTIVE DATE: 09/12/06
LAST REVISION: 06/05/17

Policy Contents

I. REASON FOR THIS POLICY.....	1
II. STATEMENT OF POLICY.....	1
III. DEFINITIONS.....	1
IV. PROCEDURES.....	1
V. RELATED DOCUMENTS, FORMS AND TOOLS	2

I. REASON FOR THIS POLICY

DSU regards the academic records and credential (placement) files of deceased students as confidential information. This policy outlines procedures for release of those records.

II. STATEMENT OF POLICY

The academic records of deceased students may be released at the discretion of the University Registrar or designee, and credential (placement) files may be released at the discretion of the Director of Career and Placement Services or designee. The record will only be released to a spouse, parent, the executor/administrator of the estate, a child, sibling, or court order or subpoena.

III. DEFINITIONS

Not applicable.

IV. PROCEDURES

The record can be released only upon receipt of a written request sent to the DSU Registrar for academic records or the DSU Director of Career and Placement Services for credential (placement) files.

The request should contain as much of the following information as possible-

1. All names of the former student
2. Social security number or student ID number
3. Date of birth

4. Dates of attendance

The request must also contain this information-

1. Name and address of person requesting information
2. Relationship to former student – spouse, parent, executor/administrator of the estate, child, sibling (Proof of this relationship must also be provided.)
3. Signature
4. Date of request
5. Death certificate (photocopy is acceptable)

V. RELATED DOCUMENTS, FORMS AND TOOLS

Not applicable.