

**College Records
Request Letter**

Re: State of Ohio v. _____

Dear Madam/Sir:

Please be advised that _____ is representing _____ in the above referenced matter. The information requested herein is necessary for a detailed social history to be completed on his behalf.

In an effort to properly represent Mr. _____, we are requesting that you provide us with any and all of his college records. These records should include, but are not limited to:

- Academic performance;
- Major course of study;
- Courses taken (credit and non-credit);
- Advisors' names;
- Organizations s/he was involved in;
- Extra-curricular programs;
- Any other special circumstances regarding our client;
- Any other records.

To assist you in locating these records, Mr. _____'s birthdate is _____ and his social security number is _____.

It is our understanding that Mr. _____ attended this college on _____.

In addition to our records request stated above, please indicate the name of your agency's custodian of records, as it may be necessary to have the authenticity of the documents verified.

Please certify the records.

An authorization for release of all such records is enclosed for your files. Thank you for your assistance.

Please mail and/or fax this information to my attention.

Sincerely,

Enclosure