



# Disciplinary Record Release Authorization

Students who would like a copy of their disciplinary records will complete this form in its entirety to request of copy of their Disciplinary Records ONLY. This form will not provide transcripts or proof of enrollment.

Once completed, students will submit to the Welcome Desk at the Headquarters Building. It could take up to 3 to 5 days to produce the record for the student.

## Student Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Former Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## Mailing Information

Mail to Third Party <input type="checkbox"/>	Pick Up <input type="checkbox"/>
Institution or Agency:	Full Name:
Office or Person:	Phone Number:
Street Address:	
City, Street, Zip:	Mail to Student <input type="checkbox"/> (use above address)

## Student Signature for Authorization of Release of Records

Signature: \_\_\_\_\_ Date: 9/12/2018

**13650 Apple Harvest Drive • Martinsburg, WV 25403**  
**(304) 260-4380 TEL • (304) 260-4376 FAX**  
**www.blueridgectc.edu • registrar@blueridgectc.edu**

*Blue Ridge Community and Technical College provides opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, color, sex, sexual preference, religion, age, national origin, sexual orientation, marital or parental status, familial status, veteran status, or disability.*