Requester Information	
Requester Name:	
Requester Email:	Requester Phone:
Requester Signature:	Date:
Requester's Relationship to the College (board	member, employee, community member):
<b>Explanation for Purpose of Review</b> (Completed by requester)	
Return the completed form to the Vice Presiden	at of Academic Affairs.
Office Use Only	
Date of Review:	
Name of Records Representative:	
Representative's Signature:	Date: