



OFFICE OF  
THE PROVOST

Student Access  
& Accommodation

## Student Access and Accommodation (SAA)

### Student Record Request Form

The Student Access and Accommodation office at Texas Christian University requires five working days (or two weeks if greater than 10 pages) following the receipt of the Student Record Request Form to release any releasable, confidential student disability records to the student. Students must also present a copy of the picture ID (TCU or state) as part of their request. Incomplete information may delay your request.

Full Legal Name:

Student ID:

Current Physical Address:

Student's TCU Email Address:

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#### **Please initial next to the request that you are making:**

Copies of assessments, psychological/educational diagnostician evaluation.

Copies of high school 504/Individual Education Plan (IEP), ACT/SAT accommodation documentation.

Copies of Medical or Psychiatric Records.

Copy of TCU Faculty Notification of Accommodation (Please note that starting fall 2020, all accommodation letters have been emailed to the student).

#### **Please initial next to how you would like to receive the requested documentation:**

Send certified mail to the address listed above.

I will be picking up the requested documents at the Student Access and Accommodation office on TCU campus.

Email documentation to the email address listed above (Documents can be only be emailed to a student's official TCU email).

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_