



1701 North State Street, Campus Box 150436  
 Jackson, MS 39210-0001  
 Web: [www.millsaps.edu/records](http://www.millsaps.edu/records)  
 Email: [records@millsaps.edu](mailto:records@millsaps.edu)  
 Office: Academic Complex, Room 142  
 Phone: 601-974-1120  
 Fax: 601-974-1114

**REQUEST FOR ACADEMIC RECORDS OF DECEASED STUDENT**

The Family Educational Rights and Privacy Act (FERPA) does not cover deceased students. The Office Records will evaluate each request for the release of a transcript or other academic records of a deceased student on the individual merits of that request. Millsaps College reserves the right to deny the request in whole or to release only part of the academic records that are requested. The decision will be based on what is deemed to be in the best interest of Millsaps College. Minimum requirements for any release of academic information include: confirmation of the student's death proved to the satisfaction the Registrar; a written request indicating what academic records are being requested, why they are being requested, and from whom it is being requested (news media, family, researcher, etc.).

Your Information	Student's Information
Name:	Name (include all possible last names):
Email:	SSN:
Phone:	Estimated dates of attendance:
Address:	DOB:
Reason for Request:	Was this student from Millsaps, Wood, Whitworth, or Grenada College?
What kind of academic records would you like? ( <i>Generally just a transcript is requested</i> )	
Address you would like information mailed to:	
Signature:	

Proof that the student is deceased must accompany this form. Please mail your request to the Office of Records at Millsaps College. No fee is required.

For Office of Records Use Only:

\_\_\_\_\_ Date Processed

\_\_\_\_\_ Initial

*Form last updated: 2/6/2024*