



VCU

Student Accessibility and
Educational Opportunity
Student Affairs

REQUEST FOR RECORDS

907 Floyd Avenue, Suite 018
Richmond, VA 23284
Phone: (804) 828-2253
Fax: (804) 828-1944
Email: saeo@vcu.edu
Website: www.saeo.vcu.edu

Students may request their personal records/documentation that is/are housed in their confidential Student Accessibility and Education Opportunity (SAEO) file at any time. Contact information from Banner/E-Services will be used regarding the selected method of delivery for the requested items. Please complete the following form to request the desired documents.

Please note: SAEO retains students' records/documentation for only six (6) years after the student's last SAEO case action. Student files are then destroyed as outlined by VCU's Records Management Policy/Procedures.

Student Name (Please Print)

V Number

I am requesting the following item(s):

- Accommodation Letter
- Evaluation Results/Reports
- Intake Documents
- Medical Records
- Psychological Records
- Other: _____

I would like the above item(s) to be delivered using the following method:

- Pick Up
- Email
- USPS (Snail Mail)
- Fax

Student Signature

Date

FOR OFFICE USE ONLY

Date Request Completed

Student Signature (pick up only)