

Processed: \_\_\_\_\_

By: \_\_\_\_\_

CSU|LAW Office of Student Records  
Room LB146  
Layla Davis, Records Administrator  
216-687-2289 email: academic.services@law.csuohio.edu

## RECORD DOCUMENT REQUEST

<input type="checkbox"/> Unofficial Transcript Request (hard copy)	<input type="checkbox"/> Letter of Good Standing (electronic)
<input type="checkbox"/> Unofficial Transcript Request (electronic)	<input type="checkbox"/> Letter of Good Standing (hard copy)
<input type="checkbox"/> Class Rank Letter (hard copy)	<input type="checkbox"/> Enrollment Verification Letter (hard copy)
<input type="checkbox"/> Class Rank Letter (electronic)	<input type="checkbox"/> Enrollment Verification Letter (electronic)

**For those needing transcripts for employment please keep in mind that there is a 48 hour turn around time.**

PLEASE PROVIDE THE FOLLOWING INFORMATION SO THAT YOUR REQUEST MAY BE PROCESSED.

(PLEASE PRINT EXCEPT SIGNATURE)

Name: \_\_\_\_\_

CSU ID# \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**YOUR REQUEST WILL BE PROCESSED IN 48 HOURS.**  
**THANK YOU FOR YOUR PATIENCE.**