

# Appalachian School of Law

1169 Edgewater Drive  
Grundy, VA 24614  
Phone: (276) 935-4349 or (800) 895-7411  
Fax: (276) 935-8496

# Letter of Standing Request

Please Print Legibly:

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

Date of Request: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Student Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please Read the Following and Sign Below:

**This document specifically waives your rights under the Family Educational Rights and Privacy Act of 1974, as amended. When executed it authorizes and permits the Appalachian School of Law to verify your academic standing to the Agency/Entity listed below. The Appalachian School of Law will release nothing from your file without this authorization.**

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please list any additional information that should be provided along with the letter of standing:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please mail the authorized documents/information

to: *(Include Contact Name, Address, etc.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*The Contact Name, Address, etc. above is also required for fax requests.*

\_\_\_\_\_ The student will pick up the documents from the Office of the Registrar.

Processing Time is Approximately 5 Business Days

For Office Use only:

Request complete

Date: \_\_\_\_\_ Initials: \_\_\_\_\_