



## Student Request Form

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_ Program Enrolled: \_\_\_\_\_

Student Contact Information:

Address (Street, Apt#): \_\_\_\_\_

(City, State, Zip) \_\_\_\_\_

Student's Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Service requesting:

<input type="checkbox"/> Verification Letter of Enrollment	<input type="checkbox"/> Deferment form (submit with form)	<input type="checkbox"/> Unofficial Transcript
<input type="checkbox"/> Copy of Student File (please specify):		

I am requesting this correspondence to be:

<input type="checkbox"/> Picked up	<input type="checkbox"/> Mailed*	<input type="checkbox"/> Faxed*	<input type="checkbox"/> Emailed*
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\*If you request we fax, mail or email this correspondence, enter recipient information below:

Name/ Company: \_\_\_\_\_

Attention/Address: \_\_\_\_\_

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

Fax # or Email Address: \_\_\_\_\_

Please allow 24 – 48 hours for verification and deferment requests; and please allow 4 days to process photocopies of transcripts from previous schools. FAX to 214/902-2458 or email to:

[AskRegistrar@parker.edu](mailto:AskRegistrar@parker.edu)

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

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### OFFICE USE ONLY

Status \_\_\_\_\_ Hrs. Enrolled: \_\_\_\_\_ PT/FT Status \_\_\_\_\_ Grad/Date: \_\_\_\_\_ Entry Date: \_\_\_\_\_

Date printed: \_\_\_\_\_ Date faxed: \_\_\_\_\_ Date Entered: \_\_\_\_\_