



REVERSE TRANSFER TRANSCRIPT REQUEST/RELEASE

Eastern Illinois University
Office of the Registrar
600 Lincoln Avenue
Charleston, IL 61920
217-581-3511
217-581-3412 FAX
records@eiu.edu



Please complete, sign and then mail, fax, email or deliver in person to the above address:

Form fields for student information: EIU Student E#, DACC Student ID#, Birth Date, Last Name, First, Middle, Former/Maiden, Current Street Address, EIU Student Email Address, City, State, Zip, Telephone, Last Completed Term @ EIU, Last Completed Term @ DACC, DACC Student Email Address.

FERPA Statement:

Under the Family Educational Rights and Privacy Act (FERPA) of 1974, updated January 2009, I understand that my educational records cannot be released without my permission. I authorize the release of my academic records from EIU to DACC, and the release of any additional academic records from DACC to EIU, in order to share student data information between the two institutions without the violation of FERPA. I understand that I have the right to rescind this release agreement of my academic records at any time by notifying the Registrar at Eastern Illinois University.

I understand the FERPA statement and agree to my student records being shared between EIU and DACC for the purpose of credit evaluation to determine the awarding of an Associate Degree from DACC. This form also confirms my intention to graduate from DACC if/when I've met the ASA (Associate in Science and Arts) transfer degree requirements. (Note: Students who have completed their AES (Associate in Engineering Science) should not complete this form.)

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

A COPY OF THIS FORM WILL BE TRANSMITTED WITH THE OFFICIAL TRANSCRIPTS