



**HARVARD  
GRADUATE SCHOOL OF EDUCATION**

*Office of the Registrar*

**Petition for Access to Student Record**

Please allow 3 – 5 business days for processing of copied materials requested, or to schedule an appointment. All application materials may be copied except transcripts or waived recommendation letters. Please note that there may be additional records kept in your program office.

**Please list specific documents of interest:**

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**Would you like above documents copied for pick-up?                    YES                    NO**

**Please indicate below 2 – 3 times available during the Office of the Registrar’s business hours for an access appointment:**

Office Hours  
Monday - Thursday 9am-4pm  
Friday 9am-2pm

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

*I hereby petition for access to official records concerning me, held by the Harvard Graduate School of Education Office of the Registrar, which includes admissions materials.*

\_\_\_\_\_  
Name - Please Print

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I hereby confirm that I have inspected my official record as requested.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Staff Member Supervising

\_\_\_\_\_  
Date