



**Office of Records & Institutional Research**  
**Peru State College**  
**P. O. Box 10**  
**Peru, NE 68421**  
**(402) 872-2226**

From: \_\_\_\_\_  
(print student name)

SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

To: Director of Records & Institutional Research

Re: Release of Transcripts

Please consider this my authorization for Peru State College to release transcripts to a third-party on receipt of a request from me, sent via e-mail to [transcripts@oakmail.peru.edu](mailto:transcripts@oakmail.peru.edu)

I understand that each transcript request made via e-mail must contain the code word:

\_\_\_\_\_ (Any combination of 6 capital letters or numbers.)

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

\_\_\_\_\_  
Date

Please note:

This form must be received in the Office of Records & Institutional Research of Peru State College before an e-mail request for transcripts will be honored.

The form for requesting a transcript via e-mail is available on the Peru State College website at [http://www.peru.edu/forms/transcript\\_request.htm](http://www.peru.edu/forms/transcript_request.htm)