Student Archive Records Request

Name of former student: ________________________________

Dates attended: ________________

Information requested:

Girard College staff use

Student #: ____________________________

Dates: ________________

I understand that:

• Search fees for a single student are $40 pre-1910; $50 post-1910; a search for two siblings is $75.00
• Fees must be paid by check (payable to Girard College) in order to commence a search.
• Girard College reserves the right to judge the appropriate method of reproduction based on the condition of archival material
• Although all student archive searches will yield several standard yet interesting documents, there is no guarantee will find large amounts or certain types of records for any individual

☐ I agree to abide by the statements outlined above
Requestor Name (print): _________________________________________________________

Address: ______________________________________________________________________

______________________________________________________________________________

Telephone: (___)___ ________ Email: __________________________________________

Relationship of student to requestor (e.g. father, uncle)___________________________

Girard College requires written permission from living former students to search their records. If you are a former student searching your own records, simply sign below; if you are not and are seeking records for a living student, please sign below and attach written permission from the former Girard student whose records you are researching.

___________________________________                                                   ____________________
Signature         Date

Please mail or email this form to:

Katherine Haas
Director of Historical Resources
Girard College #116
2101 South College Avenue
Philadelphia, PA 19121
khaas@girardcollege.edu

College Use only:

Check received Inquiry completed Results sent