Student Archive Records Request

Name of former student: 

__________________________________________________________

Dates attended: 

__________________________________________________________

Information requested:

Girard College staff use

Student #:

Dates:

I understand that:

- Search fees for are $45 for a student who entered pre-1925; $65 for a student who entered in 1925 or later
- Fees must be paid by check (payable to Girard College) in order to commence a search. If you wish to pay by credit card, please call Kathy Haas at 215-787-4434
- 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