

Student Archive Records Request

Name of former student: <hr/>	Girard College staff use Student #: Dates:
Dates attended: <hr/>	
Information requested:	

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