

Release of Academic Information for Deceased Students

The following requirements protect the confidentiality of academic information upon the death of a former student or alumnus of the college.

The Office of the Registrar will evaluate each request for the release of a transcript or other academic records of a deceased student on the individual merits of that request and reserves the right to deny the request in whole or to release only part of the academic records that are requested. The Office of the Registrar does not release academic records of deceased students to the news media or for research purposes.

The closest living next-of-kin may submit a written request along with the following **notarized** documents **in English**:

- Birth certificate of requestor
- Death certificate of former student or alumnus

If there is no living next-of-kin, academic records may be requested by the executor of the estate or holder of power of attorney for the deceased. A written request along with a **notarized** copy of the executor statement or power of attorney **in English** is required.

Documents must be mailed to:

Tasha Rhodes
Office of the Registrar
New York City College of Technology
300 Jay St.
Brooklyn, NY 11201