



Student Conduct Clearance Request Form

Office of Student Conduct

Hartwick College, Dewar 4th Floor

Oneonta, NY 13820

Tel: 607-431-4501; Fax: 607-431-4527

Reason for Request

Other _____

Please use this form to request that the Office of Student Conduct and Dean of Student Life write and send a letter regarding your student conduct history to another school, agency, or entity. This form must be completed in full in order for the letter to be processed and sent. Your information will be sent directly to the appropriate person, school, or agency. Please allow up to one week for your request to be completed, especially during peak periods. Please plan accordingly.

First Name (please print) Middle Initial Last Name at time of attendance (please print)

Student ID# Email Address Daytime Phone Number for clarification

1. Name of School, agency, entity to send letter Attention to:

Provide contact information for who it should be sent to (mailing address, email address, fax number, phone number.)

2. Name of School, agency, entity to send letter Attention to:

Provide contact information for who it should be sent to (mailing address, email address, fax number, phone number.)

3. Name of School, agency, entity to send letter Attention to:

Provide contact information for who it should be sent to (mailing address, email address, fax number, phone number.)

By writing/typing my name and WickIT ID# below, I am requesting and providing permission to the Office of Student Conduct, Dean of Student Life or designee to release information related to my student conduct record to the entity(ies) I have named above.

Signature (Full Current Name) Student ID#

Annually, Hartwick College informs current students of the federal Family Educational Rights and Privacy Act (FERPA). This Act, with which the institution intends to comply fully, was designated to protect the privacy of educational records, including any and all student conduct records. A student or former student must personally request for this information to be shared with a school, agency or entity by completing this form.