

# Access to Student Records Form

Permanent academic records are maintained online, and hard copies are maintained in the SSW Registrar's Office in Lilly Hall or in College Archives. They are available to the student and to administrative officers and members of the resident and adjunct faculty of the School who have legitimate need for access.

The permanent student file may include:

- 1. Grade Change Forms / Grade related correspondence
- 2. Status Change Documents
- 3. Name Change Correspondence & corresponding documents
- 4. Directory Information Release Form (permanent if student graduates/withdraws with a directory hold)
- 5. Notice of Professional Social Work Practice Violations
- 6. Application materials including: resume, essay questions, references (unless right to view has been waived), official transcripts from other schools (may be viewed, but copies will not be provided).
- 7. Faculty Practicum Advisor's final summary of student's practicum internships
- 8. Letters of nomination and/or records of thesis awards
- 9. Transcript (To receive a copy of your transcript you must submit a [transcript request](#))
- 10. Summary document of Academic Performance Review (if applicable) and documentation of any subsequent resolution of sanctions arising from the Review (see 700.2.3.A Notice of Review).

**Please indicate the item(s) you wish to view by checking the box next to the item number.**

- I will review file in office (please bring photo ID)     Please mail copies (include copy of photo ID with request)

\_\_\_\_\_  
*Student Name*

\_\_\_\_\_  
*Date of Birth*

\_\_\_\_\_  
*Class Year*

\_\_\_\_\_  
**Signature (Required)**

\_\_\_\_\_  
Date

Upon completion, this form may be mailed, faxed, or emailed to the SSW Registrar's Office. You will be notified, generally within two weeks, when your file is ready to view.

Mailing Address (copies will not be sent via email) where copies should be sent:

SSW Registrar's Office, Smith College School for Social Work, Lilly Hall, Northampton, MA 01063  
Fax: 413-585-7994 / Email: [sswregistrar@smith.edu](mailto:sswregistrar@smith.edu) / Phone: 413-585-7989