

McKay School of Education
Education Student Services
Release of Information: For Institutional Verification

(Please fill in form & then print)

First Name	Middle Name	Last Name	
Maiden Name	Student BYU ID # (9 digits)	Phone #	
Street Address	City	State	Zip
Email			
Major	Minor	Graduation Date	

How would you like to receive the Institutional Verification (check one):

- I will pick up my Institution Verification form** (A picture ID must be provided at time of pick-up.)
- Someone else will pick up my Institution Verification form** (A picture ID must be provided at time of pick-up.)

Name of person picking up form: _____

- Please fax my Institutional Verification Form to the following:**

Name of Person or Institution: _____

Fax number: _____

- Please mail my Institution Verification form to the following:**

Name of person mail is being sent to: _____

Street Address City State Zip

- Please email my Institution Verification form to the following:**

Email address: _____

- Please complete information on the link provided by the following State Department of Education (DOE):**

DOE Name: _____

I authorize Brigham Young University to release any and all information as requested on this Institutional Verification form.

Signature

Date

Please attach this page as a cover letter to the Institutional Recommendation Form and mail, fax, or hand deliver to:

**Education Student Services
Brigham Young University
350 David O. McKay Building
Provo, UT 84602
Phone: (801) 422-3426
Fax: (801) 422-0195
ess@byu.edu**