



**175 South Main Street, Suite#400  
Salt Lake City, Utah 84111  
(801) 689-2160; (toll-free)-855-885-9568  
Fax: (801)-689-3114**

**LEARNER REQUEST FOR OFFICIAL LEARNER FILE**

***Instructions to learner:*** Learner who is requesting a copy of his/her official learner file must fill this form out and must be signed by all Departments listed below. Submit the completed form to the Registrar’s Office for final file approval. Please be sure to complete the entire form. An incomplete form will not be accepted.

Learner’s Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Program: \_\_\_\_\_

Learner’s Signature: \_\_\_\_\_

Today’s Date: \_\_\_\_\_

***Items requested:***

***Please initial for requested form(s):***

|                                  |  |
|----------------------------------|--|
| Copy of all official transcripts |  |
| Learner enrollment agreement     |  |
| Learner application              |  |
| Current transcript               |  |
| Other                            |  |

\_\_\_\_\_  
Director of Financial Aid Printed Name Date

\_\_\_\_\_  
LALR Counselor Printed Name Date

\_\_\_\_\_  
Registrar Printed Name Date

*Additional Comments:*

\_\_\_\_\_  
\_\_\_\_\_