ALLIED HEALTH/MEDICAL PROGRAMS – REQUEST FORM FOR:
ARCHIVED RECORDS SEARCH AND EDUCATION VERIFICATION

SIMI INSTITUTE FOR CAREERS & EDUCATION
(Formerly Simi Valley Adult School and Career Institute)
1880 Blackstock Avenue • Simi Valley, CA 93065 • (805) 579-6200

There is a $20.00 fee for each archived record search AND a $5.00 fee for the Education Verification/letter for a minimum total of $25 due ($3.00 for each additional letter requested at the same time). Simi Institute does not guarantee that these records can be provided. There are no refunds in the event records are not located. (CASH OR MONEY ORDER ONLY)

Name: _____ Phone #: _____
Last First MI

Address: _____

Additional name(s) used at time of enrollment:_____

Date of Birth: _____ SS#: _____

Program attended:_____ Semester & Year:_____

Number of copies needed:_____

If you wish to have records sent to a third party, please complete information below:

Name of School or Company: _____

and/or Contact Name:_____

Address: _____

_____
City State Zip

ARCHIVED RECORDS SEARCH WILL BE ON THE LAST WORKING DAY OF EACH MONTH
(Incomplete requests will be returned. If an additional search is requested, a $25 fee must be paid)

_____ _____
Requestor Signature Date

FOR OFFICE USE ONLY

_____ _____
Completed by Date

Records found: yes no

revised 6/2017