INSTRUCTIONS FOR PROCESSING A DISCLOSURE OF RECORDS RELEASE

Login to MyPellissippi.

Click on the “Student” tab at the top.

From this window you will select “Student Records.”

Student Records
View test scores, holds, grades, transcripts, apply to graduate, change your major, and get enrollment certificates.
From the next window you will choose “Disclosure of Records (online)” and enter the requested data.

**Student Records**

- Apply to Graduate
- Add/Change Cell Phone Numbers
  Add/Change Cell Phone Numbers for Emergency Contacts
- Attendance Reporting
- Change Your Major
- Course Catalog
- Degree Audit
- **Disclosure of Records Form (online)**
- Enrollment Verifications and More
  **This link connects to the National Student Clearinghouse from which you can a information.**
- Exit Testing (Graduation) Reservation System
- Grades - Final Grades
- Student GPA
- Transcript - Printable Version
- Transcript - Request Official
- Transcript - Status of Requests
- View Holds
- View My Advisor and Student Information
- View Test Scores

**RELEASE: 8.7**