



STUDENT TRANSCRIPT RECORDS REQUEST FORM

Special Education Records requests: www.https://www.pausd.org/enrollment/student-records

- **Current students:** Send this form to the school itself, if school is in session; send to RegistrationServices@pausd.org during summer school closures. There is no charge for records up to a maximum of five (5) copies.
- **Former students:** two (2) documents without charge; additional copies \$10 each. Cash or check only. Checks made payable to PAUSD. Contact PAUSD Registration Services if other arrangements are needed.
- If the student is over eighteen (18) years old, the student must be the requestor; if not, a written release from the student must be included with this form, granting permission for the requestor to receive the records.
- Requests have a five (5) day turnaround.
- Include Requestor's Government Issued Photo ID.

Requestor's name _____ **Date** _____

Requestor's email/phone number _____

Student's name on record (while enrolled at PAUSD) _____

Date of Birth _____ **Year of Graduation/Last Academic Year Attended** _____

Records Requesting (Please indicate those that apply. All student cumulative files are automatically forwarded to new schools for students transferring to other schools within the United States):

- Attendance Verification Letter (dates of attendance, schools of attendance, grade levels)
- High School Transcript All High School Records
- Middle School Transcript All Middle School Records
- Elementary Progress Report (unofficial only) All Elementary School Records
- Other (please explain) _____

Purpose of records (Please indicate those that apply)

- Personal College or University Government Agency Other

Number of copies requesting _____

Type of record needed Official (sealed) Unofficial (no seal) Both

This request authorizes PAUSD to (please indicate all those that apply):

- Hold records for pickup by requestor; PAUSD will call or email when ready
- Mail official records to Name _____
Address _____
- Fax unofficial records to Name _____
Address _____
- Email unofficial records to Name _____
Address _____