



District Records Office (805) 641-5000 Ext. 1145/1146

RECORDS REQUEST BY EMAIL

Records are available only for students whom attended public schools within Ventura Unified School District.

RECENT graduates 2 years & prior, please contact school site.

Please complete the following:

Last Name: _____ First Name: _____ DOB: _____
last name used while attending VUSD

Name of High School: _____ Grad Year: _____
If non-grad, name the last high school you attended in VUSD If non-grad, year you would have graduated

GRAD NON-GRAD

Daytime telephone: () _____ Return E-mail address: _____

Signature: _____ Date: _____
(signature must be handwritten)

Check type of record(s) you are requesting:

- Transcript
- Immunization
- Enrollment history
- Other (please be specific) _____

E-mail this completed form **and clear copy of picture ID which contains a signature**

TO: records@venturausd.org

For office use only:
Date Received: _____
Date Processed: _____