



# RECORDS REQUEST FORM

This form is used to request records for current students in general and special education, and inactive special education students who are/were enrolled into a Long Beach Unified School District (LBUSD) school. All records for students who have checked out of school (general-education inactive) and whose student cumulative records were not requested by the next school of attendance, will be processed through LBUSD's Records Management Office (562) 997-8000 Ext.1824. For transcript requests for current students, please contact your child's school directly. **Please note: We DO NOT have copies of diplomas.**

Students who are 18 years of age or older must request copies of their own records. We cannot release records to anyone other than the requestor unless a signed letter of authorization is provided, with a notarized copy of an approved government-issued photo ID (i.e., driver's license or passport). All records requests must be filled out in person, sent via mail or email. Individuals calling to request student records will be asked to fill out the Records Request Form and return it in person, via mail or email along with a copy of their government-issued photo ID. All records requests will be processed after the completed request form is received and the requestor's identification has been verified.

Student's Name: \_\_\_\_\_  
Last Name Middle Name First Name

Birth Date: \_\_\_\_\_ LBUSD School of Attendance (current or former): \_\_\_\_\_

What is your relationship to the student (circle one)? Parent/Guardian/Other: \_\_\_\_\_

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Indicate which records you are requesting (check all that apply):  Official Transcript (special-education inactive only)  Cumulative File  Special Ed Records (IEP, 504, etc)  Immunizations/Health  Withdrawal Grades, if the student left before the close of a semester

Phone # to contact when records are ready: \_\_\_\_\_

How do you want to receive them?  Pick up in person (student's school or Tucker Administrative Offices for special-education inactive)  Mail to home address

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I certify, under penalty of perjury (PENAL CODE 126) under the laws of the State of California that the foregoing is true and correct.

**Send records request to: Tucker Administrative Offices – Division of Student Support Services – 2221 Argonne Ave, Long Beach, CA 90815- Phone: 562.986.6870, ext. 242 - Email: [CIFlores@lbschools.net](mailto:CIFlores@lbschools.net).**

*Parents, legal guardians or students who are 18 years of age or older have a right to review their pupil records. Pupil records are available for review during regular school hours. Requests for access should be directed to the Principal, and must be granted within five (5) days from the date of the request. In the case of separated or divorced parents, both parents shall have equal access to school records unless there is a current restraining order specifically preventing records access. (A restraining order preventing access to the pupil does not prevent access to records.) Education Codes 49069, 49061.*