

Brandywine School District
1311 Brandywine Boulevard
Wilmington, Delaware 19809-2306
(302) 793-5000
www.brandywineschools.org



Maysha Kennedy
Executive Staff Professional &
Records Officer

RECORDS REQUEST FORM

Processing Fee \$4.00-\$61.45

Current Name: _____ Date of Birth: _____

Name at time of attendance: _____
(Name change/Maiden Name)

School Attended: _____ Year Graduated/Withdrew: _____

Check One: Graduate Withdrawal

RECORDS REQUESTED:

Transcript (OFFICIAL)* Transcript (Un-Official)*

If you are requesting an "Official Copy" of your transcripts: The address must be that of a company, university, college or other like address. If you place your home address on this request you will receive a gold envelope and inside that envelope will be a sealed official copy, which may not be accepted if it is opened.

Duplicate Diploma
(\$28.80-\$61.45 – up to 5 wks for processing)

Health Record* SAT Scores* Special Education Records/IEP* Other* (Please Specify): _____

of copies requesting: _____ *Note: The first copy is \$4.00 and each copy thereafter is \$0.50 per copy (**EXCEPT Duplicate Diploma**).

I hereby authorize for the above records to be:

Mailed to: My Home A School A Company

Company/School/Requestor Name: _____

Contact Name: _____ Contact Phone: _____

Address: _____

Faxed to:

Contact Name: _____

Fax Number: _____

Contact Phone: _____

E-Mailed to:

Contact Name: _____

E-Mail Address: _____

Contact Phone: _____

Signature _____

Date _____

Email _____

Phone _____

Amount Enclosed (according to requested records): \$ _____

Check Cash Online Pay. Portal Money Order Other: _____

Checks/Money Orders should be made payable to "State Treasurer".