



EAST STROUDSBURG AREA SCHOOL DISTRICT THIRD-PARTY RECORDS REQUEST FORM (216-A)

District-to-District Transfer Academic Records | Transcript Services ([read and follow the instructions below](#)).

Transcripts

- Alumni transcripts or alumni graduation verifications. Visit esasd.net/records to access Parchment.
- Active student transcripts are processed by the building school counselor(s).

Academic Records

- District-to-district transfer academic records requests. Visit esasd.net/records to access Parchment.
- Active student records. Visit the [Sapphire Community Portal](#) to access academic records.

ALL OTHER REQUESTS - COMPLETE BELOW

SECTION 1 | Student Information

Last Name (on record)	First Name	Middle Initial
Date of Birth	Graduation Year	Building
		Student ID

SECTION 2 | Requester Information

Institution Name or Guardian Name: Requestor: _____

Name: Type of Institution: _____

Children & Youth

Private Rehabilitative Residential Institution

Other _____

Government Agencies (Entitled per FERPA)

Employment Agency*

Legal Firm*

Address (Street Name and Number): _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____

E-mail: _____ Date (mm/dd/yy): _____

Requester's Signature: _____

SECTION 3 | Records Requested

Enrollment Verification

Social Security Disability Insurance (SSDI)

Special Education (IEP, ER, NOREP)

Other: _____

SECTION 4 | Completed by the Office of Child Accounting

Name: _____

Date (mm/dd/yy): _____

Payment Received (if applicable): _____

Send the Completed Form to: studentrecords@esasd.net

*A \$30.00 administrative fee will be assessed for the actual costs of reproducing records, staff time, and postage shall be reasonable and follow the same fee schedule as provided for public records. Fees will be invoiced through PayPal.