PALO ALTO
UNIFIED SCHOOL DISTRICT

REGISTRATION SERVICES
25 Churchill Avenue
Palo Alto, CA 94306
Phone 650-329-3707 Fax 650-321-4525

STUDENT TRANSCRIPT RECORDS REQUEST FORM

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

- Current students: For progress reports only – Please send this form directly to the school if it's in session. Otherwise, please send this form to RegistrationServices@pausd.org. There is no charge for records up to a maximum of five (5) copies. If you need a cumulative file, please send your request to Registration Services, even if school is in session.
- 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) Business Days 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 _____