



San Juan Unified School District

Del Campo High School

4925 Dewey Drive, Carmichael, California 95628-4499

Telephone (916) 971-5570

www.sanjuan.edu/delcampo

REQUEST FOR RECORDS

Michael Magliola, Principal

Corinne Poirier, Vice Principal (A-K)

Tim Murphy, Vice Principal (L-Z)

Sue Lukenbaugh, Registrar

Transcripts are requested via Parchment [CLICK HERE](#)

Student's Name: _____ Student ID#: _____

Current or Year Left DC _____ Birth Date: _____

Last/ Current school attended in the SJUSD: _____

Current Grade Level: _____

☐ Parent ☐ Legal Guardian ☐ Self ☐ Other: _____

Your Name: _____

Address: _____
Street, City, State, Zip

Please attach a copy of your photo I.D. (valid Driver's License, Passport, etc.) to this request.

What records are you requesting? Examples: Copies of Test Scores, Progress Report Grades, Behavior, Attendance, Special Education Records, Proof of Enrollment, etc., Copy of student records for testing. Please indicate.

Be advised: your request may take up to five (5) business days to complete.

How do you want to receive them? ☐ Email send request to sue.lukenbaugh@sanjuan.edu
☐ Pick Up In Person (Hours: 8 am - 3:30 pm located in the Attendance Office)

Email Address to receive records: _____

Signature: _____ Date: _____