

## Transcript Request Procedures

In accordance with FERPA regulations, district protocol and consideration of PL93-380 (section 99.34, PL93-568), no record will be sent to any educational, military or career related institution without a release and/or the appropriate requested information from below.

In order for a person to request a transcript (or school record) be sent to a legitimate entity, please check the options listed below in Sections A-D.

No official record (with seal) will be sent to any educational, military or career related institution without a release and the following requested information.

**Section A.** If requesting by letter, institutional form or district form, sent (or faxed) to the HS Guidance office. The communication **must** state;

- Student's name (when in attendance, as appropriate),
- Date of birth,
- Current phone number,
- Years of attendance,
- Address of the institution where being sent,
- Notarized signature

**Note:** Only unofficial (no seal) records can be sent directly to the individual whose name is on that record (if over 18 yrs. old) or guardian (if student is under 18) directly (with proof of name change, if necessary).

**Section B.** If requesting in person;  
Follow same steps as listed above in Section A, with addition of:  
Picture Identification,  
At least one day notification

**Section C.** If requesting from a third party;  
Follow same steps as listed above in Section A, with addition of:  
A notarized release form from that requesting institution signed by the individual whose name is on the record.

**Section D.** If requesting by phone;  
For safety and confidentiality, requests will not be honored until verification is received (via phone, form, letter or release).

For further information, please contact the guidance office in the school your child **last** attended.