

CHILD WELFARE AND ATTENDANCE

STUDENT RECORDS OFFICE REQUEST FOR RECORDS

RECORDS BEING REQUESTED (CHECK ALL THAT APPLY):

Unofficial transcript

☐ Immunization record

☐ Attendance record

☐ Enrollment history

☐ Other _____

NAME OF STUDENT WHILE IN SCHOOL _____

CURRENT NAME _____

BIRTHDATE _____ LAST SCHOOL ATTENDED _____

LAST YEAR ATTENDED AND/OR YEAR OF GRADUATION _____

CONTACT NUMBER _____

☐ MAIL TO: _____

OR

☐ FAX TO: _____

OR

☐ EMAIL TO: _____

OR

☐ CALL: _____ WHEN READY FOR PICKUP

SIGNATURE _____ DATE _____

THIS REQUEST FORM MUST INCLUDE PHOTO COPY OF VALID PICTURE ID
(EXAMPLE; DRIVER'S LICENSE, PASSPORT)