



RECORDS REQUEST FORM

****Records Being Requested** (Check all that apply)

- *Transcripts Withdrawal Form SPED Records
 Enrollment Verification Immunization Record Birth Certificate

Other: _____

Where you would like the records sent: (check all that apply and provide addresses below)

- Mail Email Fax

***Official transcripts can only be sent to official recipients, including but not limited to, employment, educational, and government agencies. Any transcripts sent to the parent, guardian, or student will be unofficial.**

School Attended: (Check the school you last attended)

- Online Academy (3624 W. Bell Rd.) Metro Charter (7910 N. 43rd Ave.)
 East Charter (3943 E. Thomas Rd.) Northwest Charter (9516 W. Peoria Ave.)
 East Charter II (4041 E. Thomas Rd.) Northeast Charter (1290 N. Scottsdale Rd.)
 Valencia Charter (1660 W. Valencia Rd.) West Charter (2909 W. Bell Rd.)

Last Year Attended: _____

Requestor Information (Please Print Legibly)

Student Name: _____ **D.O.B:** _____
First Last MM/DD/YYYY

Parent/Guardian: _____
First Last

Address: _____
Street City State Zipcode

Best Phone: _____ **Fax:** _____ **Email:** _____

Recipient Information (If this is the same as above, please leave blank)

School/Business Name: _____

Recipient Address: _____
Street City State Zipcode

Best Phone: _____ **Fax:** _____ **Email:** _____

****Guardian names must match the student's enrollment forms. The response to this request for records is directly based on the accuracy of the information provided above. If the address, fax number, or student name are illegible, inaccurate, or incomplete, the response to this request may be delayed. Please take a moment to verify that all information provided above is correct and complete before signing.**

Student Signature: _____ Date: _____
Required if student is 18 years of age or older

Parent/Guardian Signature: _____ Date: _____
Required if student is below 18 years of age

Student Records
 3624 West Bell Road, Suite 5 ● Glendale, Arizona 85308
 Phone: (602) 840-2997 ● Fax: (602) 840-1402