

RECORDS REQUEST FORM

·	*Records Bei	ng Requested (Check all tha	t apply)
*Transcript		Withdrawal Form	SPED Records
☐ Enrollment	Verification	☐ Immunization Record	☐ Birth Certificate
Other:			
	ke the records	sent: (check all that apply and pro	ovide addresses below)
Mail	no mo records	Email	Fax
	4		
_	•	e sent to official recipients, in government agencies. Ar	<u> </u>
parent, guardian, o	,	8	ry transcripts sent to the
School Attended: (0			(7010 N. 40rd A.)
☐ Online Academy (3624 W. Bell Rd.) ☐ East Charter (3943 E. Thomas Rd.) ☐ Metro Charter (7910 N. 43 rd Ave.) ☐ Northwest Charter (9516 W. Peoria Ave.)			
East Charter (3943 E. Thomas Rd.) Northwest Charter (9516 W. Peona Ave.) Northwest Charter (1290 N. Scottsdale Rd.)			
Valencia Charter			2909 W. Bell Rd.)
		,	•
Last Year Attended	1;		
Requestor Informa	tion (Please Pri	nt Legibly)	
Student Name:			D.O.B:
Firs	st	Last	MM/DD/YYYY
Parent/Guardian:	First	Last	
Address:		City	State Zipcode
Sueet		City	State Zipcode
Best Phone:	Fax		
		Email: e same as above, please leave blank	x)
Recipient Informat	tion (If this is the		x)
	tion (If this is the		x)
Recipient Informat	tion (If this is the		x)
Recipient Informat School/Business Na	tion (If this is the		State Zipcode
Recipient Informat School/Business Na	ion (If this is the	e same as above, please leave blank	
Recipient Informat School/Business Na Recipient Address: Best Phone:	tion (If this is the time: Street	city City Email:	State Zipcode
Recipient Informat School/Business Na Recipient Address: Best Phone: **Guardian names	Street Fax must match	City Email: the student's enrollment for	State Zipcode rms. The response to this
Recipient Informate School/Business Nature Recipient Address: Best Phone: **Guardian names request for records	Street Fax s must match s is directly l	City Email: the student's enrollment for based on the accuracy of the student's enrollment for the student's enrollment enrollm	State Zipcode rms. The response to this he information provided
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Student Records

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