

**STUDENT TRANSCRIPT/RECORDS REQUEST FORM**

The following information is needed in order to process the requested student transcript/records. Please **PRINT** and complete this form in its entirety, and scan it to the following email address: [transcripts-records@themuseumschool.org](mailto:transcripts-records@themuseumschool.org) or return it to the school at the above address.

**\*\*\* PLEASE NOTE:**

**Allow 3-5 business days from receipt to process the request for transcripts only**

**Processing time for transcript requests with additional documents/records takes an average of 5-6 business days**

Date: \_\_\_\_\_

Student's Full Name (First, Middle, Last): \_\_\_\_\_

Birth Date (MM/DD/YYYY): \_\_\_\_\_

Grade Level (current) or Year Graduated: \_\_\_\_\_ Withdrawal (month and year): \_\_\_\_\_

Transcript	Number of Official Copies	Number of Unofficial Copies
<b>Other (please list): (ex: test scores, attendance, discipline, Special Ed, IEP, EIP, Gifted, Psychological, 504, enrollment history, immunization records, withdrawal form) PLEASE BE SPECIFIC</b>		

**NAME OF PARENT/AUTHORIZING PERSON (please print):**

**First and Last Name:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**\*One Proof of Identity (must be valid, not expired)**

- Driver's License (attach a copy)
- State ID Card (attach a copy)
- Passport (attach a copy)
- Military ID may be shown at the time of pick-up. Copies cannot be made pursuant to *Title 18, US Code Part I, Chapter 33, Section 701*

**THERE IS A \$3.00 fee per transcript for the transcript "only", official or unofficial. The cost will be \$10.00 for transcripts including tests scores, attendance, discipline, etc.** The only acceptable form of payment is cash, check or money order; credit or debit cards will NOT be accepted.

- Pick up (you will receive a phone call or an email with a date and time for pick-up when your records are ready)**

**OR**

- Electronic/EMail to: (school/staff)** \_\_\_\_\_

**\*\*\*PLEASE ADVISE IF YOU HAVE APPLIED THROUGH "RAVENNA" AND SET UP AN ACCOUNT FOR UPLOADING DOCUMENTS \*\*\***

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
Attention (if applicable)

**I understand that a student's education records are confidential and may only be disclosed as allowed by the Family Educational Rights and Privacy Act of 1974, or with written permission of the student's parent or legal guardian, or of the student (if 18 years or older).**