



# Transcript / Student Records Request

## What high school is this request regarding?\*

Please note the high school the student graduated from or last high school attended in the Phoenix Union High School District. If the high school is not listed here, then it is not one of our schools and you will have to request the transcript from that school directly.

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Alhambra High School         | <input type="checkbox"/> Desert Valley High School          | <input type="checkbox"/> Phoenix Flying School               |
| <input type="checkbox"/> Area Vocational Center       | <input type="checkbox"/> Desiderata Program                 | <input type="checkbox"/> Phoenix Technical School            |
| <input type="checkbox"/> Bioscience High School       | <input type="checkbox"/> East High School                   | <input type="checkbox"/> Phoenix Union High School           |
| <input type="checkbox"/> Bostrom High School          | <input type="checkbox"/> Betty H. Fairfax High School       | <input type="checkbox"/> Phoenix Vocational Academic Center  |
| <input type="checkbox"/> Trevor G. Browne High School | <input type="checkbox"/> Franklin Police & Fire High School | <input type="checkbox"/> South Mountain High School          |
| <input type="checkbox"/> Camelback High School        | <input type="checkbox"/> Carl Hayden Community High School  | <input type="checkbox"/> Suns-Diamondbacks Education Academy |
| <input type="checkbox"/> Carver High School           | <input type="checkbox"/> Maryvale High School               | <input type="checkbox"/> West High School                    |
| <input type="checkbox"/> Central High School          | <input type="checkbox"/> Metro Tech High School             |  |
| <input type="checkbox"/> Cesar Chavez High School     | <input type="checkbox"/> North High School                  |  |
| <input type="checkbox"/> Cyber High School            |   |  |
| <input type="checkbox"/> Cyesis Center                |   |  |

## What type of transcript are your requesting?\*

- Official (Quantity: \_\_\_\_)
- Unofficial (Quantity: \_\_\_\_)

### STUDENT INFORMATION - This is the information required for us to locate the student records.

First Name\*: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Last Name\*: \_\_\_\_\_

Last Year Attended at the School\* (the year graduated or last year attended.): \_\_\_\_\_

Date of Birth (MM/DD/YYYY)\*: \_\_\_\_\_ School ID (if known): \_\_\_\_\_

### REQUESTOR CONTACT INFORMATION - For 3<sup>rd</sup> party requests, you must provide a signed letter from the student with all pertinent information giving you permission to make the request.

Full Name\*: \_\_\_\_\_

Phone Number\*: \_\_\_\_\_

Requestor's Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

### TRANSCRIPT DELIVERY INFORMATION – Typically it takes 3-5 business days from receipt of request to completion. Mailing time is in addition to the time it takes to fulfill the request.

#### How do you want the transcript delivered?\*

- I will pick up in person (You will be called when it is ready for pickup)
- Mail it to a school or employer at: School/Employer Name: \_\_\_\_\_
- Attn: \_\_\_\_\_
- Street Address: \_\_\_\_\_
- City, State, Zip: \_\_\_\_\_
- Mail it to me at: Street Address: \_\_\_\_\_
- City, State, Zip: \_\_\_\_\_
- Email it to me at (This is not an option for "Official" transcript requests.)

**Return this form, along with a copy of your government issued photo ID and 3<sup>rd</sup> party authorization letter (if necessary) in one of two ways** (If you choose to pick up the records, a copy of your photo ID and 3<sup>rd</sup> party authorization (if necessary) can be submitted in person.):

1. Mail to: Phoenix Union High School District, Attn: Student Records, 4502 N. Central, Phoenix, AZ 85012
2. Email to [records@phoenixunion.org](mailto:records@phoenixunion.org)

FOR QUESTIONS, PLEASE EMAIL [RECORDS@PHOENIXUNION.ORG](mailto:RECORDS@PHOENIXUNION.ORG) OR CALL 602-764-1331.

\* Required in order to process request.