

HOW TO GET RECORDS FROM YOUR OLD SCHOOL DISTRICT

Will the district still have my old records?

Most school districts keep student files for 5-7 years after you leave. In some cases, they wait until 5-7 years after you would have graduated. If you are in doubt, call the district and ask them if they have it.

Example:

Joe leaves school in 9th grade in 2009. The class he was a part of graduated in 2012. The school district might have his records until 2019.

What do I need before I call?

- A photo identification, or a release signed to the program that you have already provided identification to.
- The year I was last in school was : _____
- The year I was supposed to graduate was : _____
- Read through the **STEPS TO FIND SCHOOL RECORDS** on the second page and make sure you have the right addresses, phone and fax numbers.

Why should I get my records from my old school?

Your records can be useful:

- When you want to understand your skills so that you can do better in work, school and life.
- When you are working with a new teacher or counselor who could help you better if they knew more about how you learn.
- When you need to ask for accommodations on an official test. Ex: asking for extra time on the GED exam.

Save yourself a trip:

Most school districts have a separate office for records. They will probably not be at your old school. Find out the right address, and call before you go.

Ask how long it will take to find records. They may ask to call you back; have a number ready.

If they do have your records, they should tell you how many days it will take to get them ready. Wait the right amount of days before you go, and **DON'T FORGET TO BRING I.D.**

STEPS TO FIND SCHOOL RECORDS:

<p>You will have to provide identification at some point in the process. This protects your confidential information. If your program has checked your identification already, you can sign a release and the program can request the records on your behalf.</p>		
<p>1) Decide how you want to get the record.</p>		
<p>by fax </p>	<p>by mail </p>	<p>pick up in person </p>
<p>You will need to know:</p>	<p>You will need to know:</p>	<p>You will need to know:</p>
<p>The district phone number:</p>	<p>The district phone number:</p>	<p>The district phone number:</p>
<p>The name and address of the office where the records should be on file:</p>	<p>The name and address of the office where the records should be on file:</p>	<p>The name and address of the office where the records should be on file:</p>
<p>The fax number, and the name of the person who will receive the fax:</p>	<p>The address where the records should be mailed to:</p>	<p>The address where you will go to pick up. It should be the same as above.</p>
<p>2) Call district office, and ask if they still have your records.</p>		
<p><i>The district office may ask to call you back, have a number ready for them:</i></p>		
<p>3) Ask for copies of ALL records. They may ask you to send a written request. Your program may have a letter prepared that you can use.</p>		
<p>Fax release and request for records.</p>	<p>Mail release form and request for records.</p>	
<p>4) Ask about how long the process will take. A reasonable time is 10 business days, but sometimes it can be faster.</p>		
<p>Alert the person who works with the fax to look out for your papers, and to let you know when they arrive.</p>	<p>Check the mail.</p>	<p>Set a reminder on a phone or calendar for when records should be ready. At that time, call to confirm they are ready, then go to the district office with an ID to pick them up.</p>
<p>5) Once you have the documents, use them! Read them over yourself. Share them with a teacher or counselor. They may not contain everything you had hoped, but having copies of your own records is an important step in taking charge of your education.</p>		