

**SANTA BARBARA UNIFIED SCHOOL DISTRICT  
REQUEST FOR STUDENT RECORDS**

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**General Information**

A request for records can ONLY be requested by the former student. (Parents **cannot** request records for students who are 18 years old.)

Due to the high volume of requests, only written requests will be accepted.

YOU WILL BE CALLED WHEN RECORDS ARE READY FOR PICK UP.

*Estimated turnaround is 3-4 weeks from when received.*

**Please complete form and fax, bring, or mail to:**

Santa Barbara Unified School District  
Attn: Student Services  
720 Santa Barbara Street  
Santa Barbara, CA 93101  
Telephone: (805) 963-4338 x6278 or x6276  
Fax: (805) 963-3521

Include clean copy of a picture ID

- driver's license
- state ID card
- passport

**A diploma can not be replaced.** The final high school transcript is proof of high school graduation. If you require an official transcript, please contact the high school from which you graduated. This is **NOT** a form for an official transcript. If you are requesting a *photocopy of your transcript*, please complete this form.

**Current Students**

Please contact your current school registrar to obtain school records.

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

Telephone No.: \_\_\_\_\_

Name: \_\_\_\_\_  
*(Name you were enrolled under in school)*

Birthdate: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

If you are looking for only elementary or junior high records, please note all records found will be provided. We **MUST** have all the information listed below:

- 1) Name of last school attended in our school district: \_\_\_\_\_
- 2) Month and year you graduated from high school? \_\_\_\_\_
- 3) If you did not graduate from high school, month and year you left? \_\_\_\_\_
- 4) Name other schools you attended in our school district? \_\_\_\_\_  
\_\_\_\_\_

**OPTIONAL:** *Mark and sign below if you authorize someone to pick up your records.*

I authorize \_\_\_\_\_ to pick up my school records at the district office.

Relationship to former student: \_\_\_\_\_ **ID WILL BE REQUIRED.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

For office use only:

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