**Chugach School District Records/Transcript Request Form**

**9312 Vanguard Drive | Anchorage, AK |99507 | 907-522-7400**

|  |  |
| --- | --- |
| Date of Request: |  |

**Student Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name: |  | First Name: |  |
| Graduation Date: |  | Or Years Attended: |  |
| Requested By: |  | Relation to Student: |  |

|  |
| --- |
| **Signature of Requestor:** |
|  |  |  |
| Signature | Title/Relation to Student | Date |

|  |
| --- |
| **School Attended While at Chugach School District** |
| [ ] Whittier | [ ] Tatitlek | [ ] Chenega | [ ] FOCUS | [ ] FOCUS | [ ] FOCUS |
| Community | Community | Community | Homeschool | Homeschool | Homeschool |
| School | School | School | Anchorage/MatSu | Fairbanks | Valdez |

|  |
| --- |
| **The following documents are hereby requested:** |
| [ ]  Official Transcript | [ ]  Discipline Records |
| [ ]  Test Data / Standardized Test Scores | [ ]  Immunization Records |
| [ ]  English Language (ELL) Test Score (if app) | [ ]  Health / Medical Reords |
| [ ]  List of Courses & Grades at Time of W/D | [ ]  Sports Physical Documents |
| [ ]  Attendance Records | [ ]  Psychological Records |
| [ ]  Individual Literacy Plan  | [ ]  Sociological Records |
| [ ]  IEP (Individualized Education Plan) | [ ]  Copy of Birth Certificate |
| [ ]  504 Plan | [ ]  Other: |

|  |
| --- |
| Please Send Records Via: [ ]  Email [ ]  USPS |
| School or Recipient: |  | ATTN: |  |
| Mailing Address: |  |
| City: |  | State: |  | Zip Code: |  |
| Email: |  |
| CC Email: |  |

|  |
| --- |
| **FOR OFFICE USE:** |
| **DATE RECEIVED:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **DATE COMPLETED:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **BY:**  | **\_\_\_\_\_\_\_\_\_\_\_** |