**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:** | **\_\_\_\_\_\_\_\_\_\_\_** |