



**RELEASE OF INFORMATION FROM STUDENT RECORDS
For Inactive or Graduated Students**

All aspects of the release of information process will be subject to the provisions of Public Law 93-380. Information will be released only to parents or legal guardians of minor students or to an individual whose records it is, if he/she is 18 years or older.

Date:

Required Student's full name while in school (maiden name if applicable)	
Required Date of birth:	
Last school attended in Puyallup School District:	
Last year in the Puyallup School District:	

(Required) Please provide photo identification such as driver's license, military ID, or passport)

If applicable, cannot process an official transcript until outstanding fees or fines are paid.

<ul style="list-style-type: none"> • Official Transcript (signed and sealed): \$5.00 each <i>To pay by debit/credit card there is an additional \$1.65 processing fee. Call 253-841-8635 to pay by phone or send check or money order mail to the address below.</i> • Enter the quantity of official transcripts needed? <i>(Can only be mailed or picked up at the Student Records Office.)</i>

If other records, please explain (ex: unofficial transcript, immunizations):

- Are you going to pick up the records? Yes No When (date)?
- Do you want the documents to be emailed to you? *(Cannot email official transcripts)* Yes No

If yes, email address:

- Do you want the records mailed?
(Provide name or company/organization, and address)

- **(Required)** Provide contact information in case of questions: *(email or phone)*

My signature certifies that this request was completed by me, and that all entries and information on this form are true to the best of my knowledge.

(Required) Signature: _____

If applicable, relationship to the student if student is under the age of 18: *(ex: mother, father etc.):*

Mail, fax, scan, or come in person with a signed form and photo ID to the District Cumulative Records Office. See below.

(Required) Please provide photo identification such as driver's license, military ID, or passport)

MAILING ADDRESS
Puyallup School District
District Cumulative Records Office
PO BOX 370, Puyallup WA 98371

PHYSICAL ADDRESS
1501 39TH Ave SW, Puyallup WA 98373

Directions: South Hill, one block west of Costco, turn right, go all the way down to the large parking lot, turn right to the portable (Student Records).

studentrecords@puyallup.k12.wa.us

PH: 253-841-8635
FX: 253-840-8901