



New York City Department of Education Student Records Request Form
(Updated November 2014)

Please use blue or black ink only. Valid proof of identification is required. A family member of a student under the age of 18, and who is not the parent or guardian of the student, must provide both proof of identification and written consent¹ signed by the parent or guardian, authorizing release to him/her. If the student is over the age of 18, the consent form must be signed by the current or former student. Please allow up to ten (10) business days for processing. Proof of familial relationship may also be necessary, if information confirming the relationship is not present in the student's records.

| Section 1: Biographical Information | | |
|--|-----------------------------|-----------|
| First Name | Middle Name | Last Name |
| Date of Birth | NYCDOE Student ID (9-digit) | |
| Mailing Address (House Number, Street, Apartment Number) | | |
| City | State | Zip Code |
| Telephone Number | Email Address | |

| Section 2: High School Information | | | |
|---|--|---------------|--|
| Name of Last NYC High School Attended | | | |
| School Address | | | |
| District Number | Borough | School Number | Is this school still open? (circle one) YES NO |
| Years of Attendance | Type of Records Requested (circle all that apply) TRANSCRIPT REGISTRATION | | Did you graduate from this NYC high school? (circle one) YES NO |

| Section 3: Signature | |
|--|------|
| <i>Form must be signed by an individual age 18 or older. If student is under 18 years of age, the form must be signed by the student's parent or legal guardian.</i> | |
| Signature | Date |

¹The consent form can be found in the [Chancellor's Regulation A – 820](#).