



REQUEST OF STUDENT RECORDS

TRANSCRIPT AND WORK PERMIT OFFICE
SAN FRANCISCO UNIFIED SCHOOL DISTRICT
20 COOK ST. ROOM 11
SAN FRANCISCO, CA 94118
PHONE (415) 750-4500 ext. 1020
FAX (415) 751-0805

Documents available from the SFUSD Transcript and Work Permit Office:

- High School Transcripts, proof of graduation
- Middle school records/grades
- Enrollment Verification/Affidavit of Enrollment
- Replacement Diplomas (Takes 5-6 weeks to receive)

*For records prior to 1990 please allow 3 business days to process

For subpoena requests contact Pupil Services at 415-241-3030.

For special education records contact Special Education Department at 415-759-8792.

REQUEST FOR RETRIEVAL OF STUDENT RECORDS

The information included on high school transcripts, middle school transcript/grades, and enrollment records are confidential and protected by federal law. For this reason we must have your permission in writing with your signature to release your records. Please complete the below form with signature and proof of identification is required when making the request.

You may come in person and fill out a form or mail in the request form including proof of identification to the below address:

TRANSCRIPT OFFICE
San Francisco Unified School District
20 Cook St. Room 11
San Francisco, CA 94118

Hours of operation:

Monday through Friday
8:00 A.M. -5:00 P.M.



Transcript and Work Permit Office
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San Francisco, CA 94118
(415) 750-4500 ext. 1020

REQUEST FOR STUDENT RECORDS

All information must be provided

1. Date: _____

2. Name: _____
Last First Middle

3. Name as Enrolled: _____
Last First Middle

4. Date of Birth _____ Phone _____ Email _____

5. Records being requested: (Records prior to 1990 take 3 business days to process)

[] Middle School Records/Grades- \$5 per copy
SFUSD School Attended _____ Years Attended _____

[] High School Transcripts - \$5 per copy
SFUSD School Attended _____ Last Year Attended _____

[] Enrollment Records/Affidavit - \$5 per copy (Indicate only the years needed verified)
Elementary School _____ Years Attended _____

Middle School _____ Years Attended _____

High School _____ Years Attended _____

[] Diploma - \$20 (takes 5-6 weeks for delivery)
SFUSD School Attended _____ Last Year Attended _____

6. Number of copies required _____

- [] I wish to take my records with me.
[] I will pick them up on _____
[] Please mail to:

Name

Name

Address

Address

City State Zip

City State Zip

7. AUTHORIZED SIGNATURE Identification

PRIVACY OF STUDENT RECORDS

Student education records are official and confidential documents protected by one of the nation's strongest privacy protection laws, the Family Educational Rights and Privacy Act (FERPA) enacted by Congress in 1974. Also known as the Buckley Amendment, it defines the policy of the U.S. Department of Education to protect the privacy of individuals to the fullest extent possible while nonetheless permitting the exchange of records required to fulfill the administrative responsibilities of maintaining records on students by educational agencies.

FERPA gives parents and students in postsecondary schools the right to review and confirm the accuracy of all educational records including postsecondary records. Since its inception FERPA has continually tested, refined and clarified its definitions of privacy and access.

FERPA's legal statute citation can be found in the U.S. Code (20 USC 1232g), which incorporates all amendments. FERPA regulations are found in the Federal Register (34CFR PART99). FERPA's 1994 amendments are found in Public Law (PL) 103-382.

PRIVACY

FERPA applies to public schools and state or local education agencies that receive funds from the U. S. Department of Education, and it protects both paper, microfilmed and computerized records. In addition to the Federal laws that restrict disclosure of information from student records, most state also have privacy protection laws. State laws can reinforce and supplement FERPA, but compliance with FERPA is necessary if schools are to be eligible to receive Federal education funds.

NOTIFICATION

FERPA requires schools and local education agencies to have written and accessible policies regarding privacy and access of student records. These policies must explain procedures to access and review records as well as restrict records and define "directory information" which is information that may be made public. They must also explain procedures for correcting records.

ACCESS

FERPA gives the parent or legal guardian equal access to student records. This includes parents who are divorced, unless there has been a court order revoking these rights. Whenever a pupil has attained the age of 18 years or is attending an institution of postsecondary education, the permission of the parent shall be accorded to the pupil. At this time a parent will only have access if the pupil has granted them written permission or the pupil is still considered a dependent as defined in Section 152 of the Internal Revenue Code of 1954.

Education agencies and schools can release information from student's education records, but only under the limited conditions specified by law and stated in their student record policy. The policy must explain why, how, and with whom information can be shared. The same rules apply to records maintained by any agencies receiving federal education funds or acting on behalf of schools, such as state and local agencies, intermediate administrative units' researchers, psychologists, or medical practitioners who work for the schools.

Two groups have access to education records: teachers and other school professionals who work with students, and schools to which students apply for entrance. In addition, information from student records may be disclosed to agencies for specified studies, legal audits, or in response to judicial actions. A school district is required, however, to have a policy that specifies the categories of officials, agencies, and the activities conducted by those to whom records may be released. Policies that explain disclosure rules must also be readily accessible for review by parents.

In emergencies, schools can make information from student records available to appropriate officials providing the information is needed to protect the health or safety of the student or others. *A 1994 ruling states that disciplinary actions taken against students may be shared, without parents' consent, with officials in other education institutions.*

Schools may release records in compliance with judicial orders and subpoenas without notifying parents. Subpoenas which are not issued by the court will require notification in order to give parents an opportunity to block the subpoena. Probation officers are not considered arms of the court unless specified by county statutes.

DEFINITION OF EDUCATIONAL RECORDS

Any information recorded, collected and maintained that is directly related to an identifiable student is defined as a student record:

- Directory information is a part of the record that may be made public and is defined by the policy of individual school systems. It typically contains: name, date of birth, address, phone number, major field of study, dates of attendance, degrees and awards, and other information which may be found in a yearbook, etc.;
- Names of parent/guardian, place of birth, emergencies contacts and phone numbers;
- Personal information such as student's identification code, social security number, picture, or list of personal characteristics that would make it easy to identify or locate a student.
- Grades, test scores, courses taken, academic specialization activities, and official letters regarding student's status in school.
- Documentation of attendance, schools attended, awards conferred, and degrees earned;
- Special education records;
- Medical and health records that the school collects and maintains;
- Disciplinary records.

Each year, schools must give parents the opportunity to review directory information before it is released. When notice is given, parents may ask to designate all or part of the information they do not wish to be public. For administrative purposes there should be a "window of opportunity" provided every year.

THE RIGHT TO REVIEW AND APPEAL

If, upon review, parents find an education record is inaccurate or misleading, they may request changes or corrections and schools and education agencies must respond promptly to these requests. Requests should be made in writing according to local policies. Within 180 days, the school or agency must decide if the request to change the record is consistent with its own assessment of the accuracy of the record. If the parents' request is denied, he or she must be offered the opportunity for a hearing. If parents' disagreement with the record continues after the hearing, they may insert an explanation of their objection in the record. (Personal notes made by school personnel that they do not share with others and records created and maintained by school or district's law enforcement units for their own records are not considered education records and are not open for review.)

While parents have a right of review, schools are not required by Federal law to make copies of information, unless making copies would be the only way of providing parents access. Schools may charge a reasonable fee not to exceed the actual cost of furnishing copies provided and that no charge be made for the search or retrieval of the record. Total charges should not exceed \$25.00.

In 1994 provisions were added giving parents the right to review the education records of their children maintained by state agencies. Any agency or institution that inappropriately releases private information will not be allowed to have access to education records for five years.

EDUCATION STUDIES AND RESEARCH

There are cases when schools or school systems decide it is in the public interest to participate in program evaluations or research studies. If student records are to be released to agencies or researchers, the school or education agency must seek and confirm prior parental consent. The signed and dated, written consent must:

- Specify the records that will be released;
- State the reason for releasing the records;
- Identify the groups or individuals who will receive the records.

In such cases, education agencies must inform those receiving records, in writing, about restrictions in the release of information. Users must then account for any further releases of student information, indicating who receives the information and for what purpose. Information about each request for records access and each release of information must be maintained until the school or agency destroys the education record.

Information can be supplied without first getting parents' consent under a limited number of conditions. Parent consent to participate in studies is not required when the records will be released in connection with Federal, state, and local audits or in compliance with laws or legal reviews; financial aid requests or reviews; state agency requests for information in compliance with education laws and regulations; or authorized studies conducted on behalf of schools or education agencies. Release is not required on test protocol and other studies as long as the student's name is not connected to the data.

Information Sources:

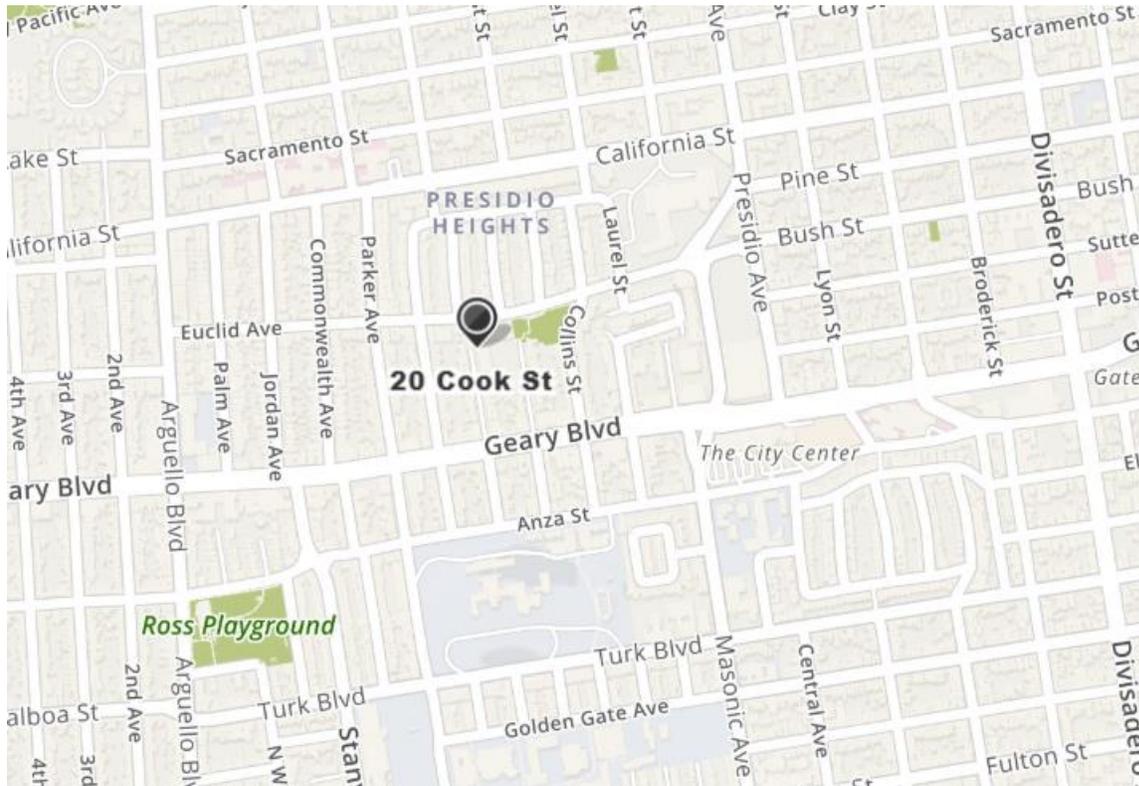
FERPA legislation
Internal Revenue Code

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TRANSCRIPT OFFICE

20 Cook St. Room 11
San Francisco, CA 94118
(415) 750-4500 ext. 1020

- The office is located in the inner Richmond and the cross street is Geary. The office is located on the 1st floor of the building. Parking is available in the parking lot off Blake Street, then walk downstairs to 1st floor. There is street parking available on Cook St. which has direct access to the 1st floor entrance. The office is accessible by muni bus line 38R. For additional public transportation routes please visit www.sfmta.org or www.511.org.



20 Cook Street Building Map

