



**Student Records Request Form**

Student FName: \_\_\_\_\_ Student LName: \_\_\_\_\_  
*(If over 18 and parents are requesting these records then the Student must sign)*

Current Name (if different): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Last BCSD Attended: \_\_\_\_\_ Year of Graduation/Last Year Attended: \_\_\_\_\_

**Please select from the following:**

Transcript or Report Card (circle one)  
Immunizations  
Other \_\_\_\_\_

**Purpose of the Record:**

School  
Work  
Other \_\_\_\_\_

**Please Choose a delivery method:**

Pickup (Call ahead for processing)  
Email \_\_\_\_\_  
Fax \_\_\_\_\_  
Other \_\_\_\_\_  
Mail: Submit with self-addressed, stamped envelope for each institution or location requesting documents

**Directions**

- **Medical Records and Immunization** requests for records for students beyond three years after exiting school must be made to the High School Registrar. Note: These records are stored off site so allow two week turn-around.
- **One form per student**, when requesting documents using this form. Families with multiple district students must complete one form for each student and submit the form to the appropriate school building of student attendance.
- A **parent's signature** (current students in grades K-12) or **graduate's signature** (is required)
- Requests are processed within 1-2 business days upon receipt.
- Official Transcripts take between 7 to 14 days to arrive at the institution/destination. (Please plan accordingly)
- **Submit request to:**

Building	Contact /Title	Phone
C.W. Baker High School	Diana Alfonso, High School Registrar	315-638-6006
Durgee Jr. High School	Laurie Micale, Counseling Secretary	315-638-6088
Ray Middle School	Rachelle Archer, Counseling Secretary	315-638-6114
Elden Elementary School	Michelle Newvine, School Secretary	315-638-6118
Van Buren Elementary School	Jennifer Reiss, School Secretary	315-638-6121
Reynolds Elementary School	Tina Abraham, School Secretary	315-638-6124
McNamara Elementary School	Deanna Gelfuso, School Secretary	315-638-6130
Palmer Elementary School	Jennifer Harrington, School Secretary	315-638-6127

Signature: \_\_\_\_\_ Date: \_\_\_\_\_