



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	Nicole Swanson, School Secretary	315-638-6118
Van Buren Elementary School	Patti Figueroa, School Secretary	315-638-6121
Reynolds Elementary School	Tina Abraham, School Secretary	315-638-6124
McNamara Elementary School	Jill Kantak, School Secretary	315-638-6130
Palmer Elementary School	Jennifer Harrington, School Secretary	315-638-6127

Signature: _____ Date: _____