

STUDENT RECORDS PROCEDURE FOR REQUESTING HIGH SCHOOL TRANSCRIPTS

In an effort to better serve our students and protect their privacy, Brighton School District 27J Student Records has implemented the following procedure concerning High School Transcript requests:

1. All requests for transcripts must be made in writing. The district form entitled "Request for Transcripts or Information" can be used or the requesting party may prepare their own form, setting forth the information required by the district form.
2. The student must sign **all** requests. A parent may sign if the student is under the age of 18 years.
3. All background check and employment verification companies are required to provide a release executed by the student along with a written request (this may be the company's own form if all pertinent information is provided). No verbal verifications will be given.
4. Faxes are accepted if the request is complete and fully executed.
5. Transcripts may not be picked up. All documents will be mailed and/or faxed.

Should you have any questions, please feel free to contact 303.655.2900.



SCHOOL DISTRICT 27J
"Reaching Out In All Directions"
 18551 East 160th Avenue
 Brighton, CO 80601-3295
 (303) 655-2900 FAX (303) 655-2870
 Chris Fiedler, Ed.D. Superintendent

BOARD OF EDUCATION
 Patrick Day, President
 Roberta Thimmig, Vice President
 Rick Doucet, Director
 Teresa R. Gallegos, Director
 Michael K. Landwehr, Director
 Donna J. Petrocco, Director
 Gregory Piotraschke, Director

REQUEST FOR STUDENT TRANSCRIPTS OR INFORMATION

(Print – Student’s full name at time of attendance)

(Print – Student’s current name if different)

Birth Date: _____

Graduation Date: _____

School Name: _____

All transcripts will be mailed. Please complete mailing information on the back of this form.

Signature of Requestor (Required)

Date

Daytime Telephone Number of Requestor

Please return this request to:

*Please check the following boxes if additional
 school records are needed:*

ATTN: Transcript Requests
 School District 27J
 18551 East 160th Avenue
 Brighton, CO 80601
 Fax Number: 303.655.2831

Immunization Records

Immigration documentation

STUDENT MUST SIGN ALL REQUESTS. A PARENT MAY SIGN IF STUDENT IS UNDER THE AGE OF 18 YEARS. All transcripts are sent within 5 working days. Transcripts may not be picked up. All documents will be mailed and/or faxed.

For questions call: 303.655.2900

Send to (Required):

Name of school, company, or individual

Address

City, State, Zip Code

Fax Attention To:

Fax Number:

Send to (Required):

Name of school, company, or individual

Address

City, State, Zip Code

Fax Attention To:

Fax Number:

Send to (Required):

Name of school, company, or individual

Address

City, State, Zip Code

Fax Attention To:

Fax Number:
