Transcript and Records Request Form

Please allow 5 business days for your request to be processed.

If you would like us to expedite your records- you must pay the processing fee of **$20** per request

GENERAL INFORMATION

Student's Name: _____

Student's DOB: _____ Student's Grade Level: _____

DOCUMENTS

*Please prepare a copy of the following documents for the above mentioned student [**enter number of copies**]:*

___ Unofficial transcript
___ Transfer/Withdrawal grades
___ Copy of Official Withdrawal form (parent signature required)
___ Copy of Immunization Records
___ Copy of Birth Certificate
___ AZ Merits/AIMS/Standardized Test Results (only tests given at ASA are available)
___ Discipline Records
___ Attendance Records (only current and previous year are available)
___ Hearing and Vision (only if given during the current year)
___ ALL SPED FILES: IEP/MET/PSYCH-ED EVAL/SPEECH & LANGUAGE

___ OFFICIAL TRANSCRIPT*(contains ASA seal and signed by Registrar) – Mark one of the following:

___ *Prefer to **pick up** official transcript from the office*

___ *Prepare an official transcript for the above mentioned student and mail to:*

School / Institution: _____

Mailing address: _____

City: State: Zip: _____

SPECIAL INSTRUCTIONS (PLEASE PROVIDE CONTACT INFO- PHONE # AND/ OR EMAIL ADDRESS, DEADLINE, REASON FOR REQUEST, ETC)

Upon request, all students who have previously attended or graduated from ASA must pay the processing fee of **$5 per official transcript.*

_____ _____ _____

Print Name Signature Date

Arizona School for the Arts – 1410 North 3rd Street, Phoenix AZ 85004
EMAIL ADDRESS: RECORDSREQUEST@GOASA.ORG
Phone: 602-257-1444 opt 1 -- Fax: 602-252-7795