



Requesting Academic Student Records

Student records may be requested by completing the Request for Student Records Form (page 2) which can be hand carried, faxed to 918-746-6856, emailed to studentrecords@tulsaschools.org or mailed to the Tulsa Public Schools Enrollment Center:

TPS Enrollment Center – Student Records
2819 South New Haven Ave
Tulsa, OK 74114

There is a \$2.00 fee for each student record requested; only cash or money orders will be accepted. Walk in requests will be processed from 8:00 a.m. - 4:00 p.m., Monday-Friday, except for school holidays. For mail and fax requests please complete the Request for Student Records Form. Requests are processed in the order received and may take 2 to 3 days for complete processing. Incomplete forms will not be processed. At age eighteen (18) a student record belongs to the student and the parent/guardian will not have access to the record unless written consent is provided by the student (see Request for Student Records Form for instructions).

If you are unable to print the Request for Student Records Form you may mail or fax a written request to the above address or number, please provide the following information:

1. Name as it appears on school records, please include maiden name
2. Date of Birth
3. Phone number
4. Last school attended
5. Graduation date or last year of attendance and grade
6. Return address
7. A legible copy of your government issued ID
8. Number of copies being requested
9. If requesting this record due to moving to another school district please provide the following
 - a. School/District Name
 - b. City
 - c. State
10. If someone other than you will be picking up your record please include:
 - a. The above information
 - b. Name of person authorized to pick up your record (they will need a government issued photo ID)

For all overnight requests please include a self-addressed pre-paid overnight return envelope. For questions or concerns please contact the Office of Accountability at 918-746-7500.



REQUEST FOR STUDENT RECORDS

A valid government issued photo ID is required to pick up a student record. If mailing or faxing the request, please include a legible copy of your government issued ID. Incomplete forms will not be processed. Once a student has turned 18 years of age, no other person can pick up the record without written consent.

OFFICIAL SCHOOL RECORDS FEE - \$2.00 EACH – CASH OR MONEY ORDERS ONLY

PLEASE PRINT ALL INFORMATION

Legal name of Student used in school _____
Last First

Middle _____

Maiden Name _____ Date of Birth _____ Phone # _____

Last School Attended _____

Year of Graduation _____ Or Last Year of Attendance _____ and Grade _____

TRANSCRIPT SHOULD BE MAILED TO:

Name _____

Address _____ Apt _____

City _____ State _____ Zip Code _____ Phone # _____

If you are requesting this record due to moving to another school district please provide the following:

School/District Name _____ City _____ State _____

Number of each record requested:

High School Transcript _____ Cumulative Record – PreK – 12th grade _____

I hereby give my written consent allowing _____
to obtain copies of my school records.

SIGNATURE OF REQUESTOR _____ DATE OF REQUEST _____

SIGNATURE OF RECORDS RECIPIENT _____ Date _____

(IF RELEASED TO INDIVIDUAL OTHER THAN REQUESTOR)
