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

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.

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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:

ATTN: Transcript Requests
School District 27J
18551 East 160th Avenue
Brighton, CO 80601
Fax Number: 303.655.2870

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

☐ ***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

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Address

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Fax Number: _____