



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
- Copy of Immunization Records
- Copy of Birth Certificate
- 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* - Please check 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