



# 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 3<sup>rd</sup> Street, Phoenix AZ 85004

EMAIL ADDRESS: [RECORDSREQUEST@GOASA.ORG](mailto:RECORDSREQUEST@GOASA.ORG)

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