



STUDENTS RECORDS
SUNNYSIDE UNIFIED SCHOOL DISTRICT NO. 12
2238 East Ginter Road • Tucson, AZ 85706
(520) 545-2395 • Fax (520) 545-2396
Debbieb1@susd12.org

REQUEST DATE:

PHONE NUMBER:

RECORDS REQUEST FORM

REQUESTED DOCUMENTS: Transcripts: Official / Unofficial | Shot Records | Proof of Enrollment Other | Other: _____

Student's name when enrolled _____ Date of Birth ____/____/____

School(s) attended in district _____

Last grade attended _____ Graduation date _____

Requestor's Name (Please Print) _____

PLEASE NOTE:

- Students over 18 who are not able to pick up their records must provide a letter of release along with a picture ID for someone else to pick up their records.
- If records are being requested to be emailed, a picture ID will be requested before the records are sent. **Records needing the district seal must be mailed or picked up.**

Mailing address (only if records are to be mailed) _____

COMMENTS: _____

FOR STUDENT RECORDS OFFICE USE ONLY

Picked up by / sent to _____ ID _____

Payment received by _____ Date _____