



Instructions for Records Request

If your child recently attended, please contact the school

Please allow 2-5 working days from receipt of this request for order fulfillment.

We are unable to provide copies of diplomas. However, high school transcripts have a graduation date and is proof of graduation.

Use this form to obtain High School Transcripts prior to school year 2005.

For Elementary or K-8 school records use this form **only** if the last day of attendance was prior to 2 school years.

To request a copy of your student records or transcript, please send the completed request form (below), a copy of your government issued picture identification and the \$10 fee (per student request, not per document) to studentrecords@susd.org. If, you are not able to pay online, please provide a check, cashier's check or money order made out to SUSD (cash payments must be exact amount) bring to: 8500 E. Jackrabbit Road, Scottsdale.

- If you are a **current High School SUSD student** or graduated from a SUSD high school within the last 18 years, please request your transcript at parchment.com. A link for parchment is located on your school's webpage under "transcripts". All current records stay with the student file. If you are current SUSD elementary or K-8 student or attended within the last two years, contact the school last attended for records. All current records stay with the student's file.
(For any transcripts prior to school year 2001, please use this form).
- **Use this form for all records requests if attended a SUSD High School prior to 2005** OR if you are requesting **elementary records or K-8 records** 3 years from the last day of attendance, use this form. This completed form can be mailed, faxed or e-mailed to studentrecords@susd.org with a copy of your photo ID. (See, additional contact info below).
- If the records are for a person over the age of 18, only that person can request the records. A parent cannot make the request on behalf of an adult child.

To pay online:

Go to <https://touchbase.susd.org>

1. Creating an Account

- Click on "Click here to make a Tax Credit Contribution or Sign In"
 - Enter a username, password, first name, last name, address, phone number and e-mail address
 - Click OK button
 - Account is created and will direct you to sign-in page
- #### 2. Making the payment
- Sign in using Username and Password you created when setting up your account
 - Click on Sign In Button
 - The first page gives you the option to either shop or view receipts
 - Click on Shop
 - Click on District Office
 - Click on SUSD Administration
 - Click on District Office
 - Click the yellow "Add" button next to Transcripts
 - Click on the yellow "Checkout" button to check out
 - Fill in the Student Name
 - Click on the Checkout button
 - Complete the credit card information- Be sure to make note of your Receipt Number for request form.
 - Print out your receipt
 - Email a copy of your ID and the records request form with the receipt number to studentrecords@susd.org

Thank you,

Student Records - Mohave District Annex
8500 E Jackrabbit Road
Scottsdale, Arizona 85250
Ph: 480-484-5032
Fax: 480-484-6206
Email: studentrecords@susd.org



Request for Records for Students who Previously attended

If your child recently attended, please contact the school
HS Students that Previously attended a SUSD School prior to 2005 use this form

Please allow **2-5 working days** from the receipt of the request for order fulfillment.
We are unable to provide copies of diplomas. However, high school transcripts have graduation date and is proof of graduation.

I hereby request a copy of student records on file:

Today's Date: _____

Receipt or Check Number: _____

(From online payment site)

I am the: Parent (for students under the age of 18) *Legal Guardian Student (Self) over 18

My contact information:

Name (Print): _____
Last First Middle

Mailing address: _____ City: _____ State: _____ Zip Code: _____

Telephone number: _____ FAX: _____ email: _____

Student's exact name when enrolled: _____ DOB: _____

Last SUSD school attended: _____ Last year attended: _____

Last grade when enrolled: _____

I am requesting:

| | | | |
|--|--|--|----------------------------|
| | Grades | | Discipline |
| | High School Transcript | | AIMS / AZ Merit Scores |
| | Immunizations (Only available from 1992 and forward) | | Enrollment History Profile |

Other explain: _____

Records to be sent by: (Official Transcripts can **ONLY** be mailed or picked up with a photo ID)

Mail Pick up e-mail for unofficial transcripts only

SIGNATURE AND DATE:

Please include a clear copy of your Driver's License, State ID, or Passport (If you are faxing it, please enlarge and lighten it. If you are emailing, scan and attach it to the email)

Mohave District Annex - Student Records
8500 E. Jackrabbit Rd.
Scottsdale, Arizona 85250
(480) 484-5032 phone
(480) 484-6206 fax
studentrecords@susd.org

*If you are the legal guardian, please include proper documentation.

PLEASE NOTE: The \$10 fee is for the record search and does not guarantee we can provide any or all requested documents

For Official Use Only:

Date Received _____ Date Completed _____ By _____
emailed _____ Mailed _____ Picked UP _____ FAXed _____