



## 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](mailto: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](http://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](mailto: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](mailto: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](mailto: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

If you want the records sent to a different address than listed above, please write in space below.

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 - StudentRecords  
8500 E. Jackrabbit Rd.  
Scottsdale, Arizona 85250  
(480) 484-5032 phone  
(480) 484-6206 fax  
[studentrecords@susd.org](mailto: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 \_\_\_\_\_