



Transcript and Information Request Form

City Arts & Prep Public Charter School

According to Federal law, the release of your academic transcript in any way requires your signed request.

Your transcript/ information request can be released in any of the following formats:

- Official transcript picked up in our office or mailed to any address requested.
- Unofficial transcript faxed or e-mailed as a pdf document.

You may submit a transcript/information request in any of the following ways:

- **Come to the office**, complete and sign a information request form, and usually receive your transcript immediately or leave your request for your transcript to be mailed (official), faxed or e-mailed (unofficial).
- **Fax a signed request** (may use form below) to 202-403-3222.
- **Mail a signed request** (may use form below).
- **E-mail a request** - only acceptable if you are able to attach a scanned request with your actual signature.

Transcripts and information requests are always processed within 72 hours at **no charge**

Submit your signed request via fax, e-mail or regular mail:

Fax #: 202-403-3222

E-Mail: kmcduffie@cityartspcs.org

Mail: City Arts & Prep PCS
Registrar's Office
705 Edgewood St. NE
Washington, DC 20017

Personal Information: (Please print clearly)

Student Name:

First

Middle

Last

Permanent Address:

Street Information

City

State

Zip

Phone

Information Request(s):

Attendance Records

Birth Certificate

Report Card/Progress Reports

Health Records

Discipline Records

All Administered Test Results (Standardized, IEP, 504, ELL)

All Cumulative Records

Other Information (optional but helpful): _____

Authorization to release school records: I authorize issuance of student record(s) as indicated below.

SIGNATURE (REQUIRED)

Date

Daytime phone where you may be reached in case of questions

Quantity: _____

MAIL to:

Address:

Quantity: _____

FAX or E-Mail to:

(Unofficial)

Special Instructions: _____

Other : _____