

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT

685 E. Jack London Blvd.
Livermore, California 94551
Phone 925.960-2990 or 925.606.3289

Authorization Request for Release of Student Records
PLEASE PRINT ALL INFORMATION CLEARLY

REQUEST MUST BE SUBMITTED BY 10:00 A.M. ON Wednesday for pick up at Will Call on Thursday
(between 2:00 p.m. to 4:00 p.m.), or have mailed to a designated address.

Requestor: _____ Contact Phone: _____ Date: _____

FOR:

Student Name: _____
Last Name First Name Middle Initial

Former Names Used: _____

Birth Date: _____ School Attended: _____ Year Graduated: _____

To request/authorize release of student permanent records information, please select from below:

- ☐ Transcript Quantity: _____ ☐ Immunization Records
☐ Letter of Attendance* ☐ Other: _____

***Letter of Attendance-** include name of Livermore schools, school year(s) attended and grade level below:

School Name (ex: Marilyn Elem.)	School Year (ex: 2012-2013)	Grade Level (ex: Kindergarten)

Photo ID Required with Request _____

Verified By

- I will pick up Thursday between 2:00 p.m. and 4:00 p.m. _____
Yes/No

OR

- I authorize _____ to pick up my transcript
(ID will be required)

MAIL OR FAX TO:

Name/School/Agency _____

Address _____

City/State/Zip _____

Fax Number: _____

Student/Legal Guardian Signature _____

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Phone: 925.606.3200 or 925.606.3289 FAX 925.606.3366

STUDENT SERVICES DEPARTMENT

Transcripts Request - For current students: Please see your school office

Transcripts Request - For former or graduated students:

1. Refer to Board Policy and Regulations 5125 for information regarding access and release of information contained in student records.
2. Student Records may be requested via mail or in person, Monday - Thursday at the District Office. **Requests received by 10:00 a.m. Wednesday** are available for pick up at the District Office 2:00 p.m. - 4:00 p.m. on Thursday or will be mailed to you upon request.
3. A \$5.00 fee is charged for each transcript which is **due at the time of request**. We accept **Cash or Check only**. *Please note: You may also order your transcript online at www.parchment.com which accepts Credit Card or Debit Card payments.
4. The following criteria are required to request a document:
 - Name (current name and any previous/prior names)
 - Copy of current valid Government Photo ID is required
 - Daytime phone
 - Date of request
 - Date of Birth
 - Date of graduation or date exited from the district
 - Last School attended
 - Mailing address or fax where transcript should be sent
 - Signature on form
 - If someone other than you is picking up your transcript, written permission must be noted on the request, including the full name of the designated person. That person will need to show valid identification at pick up.
 - If a student is over 18, parents cannot request documents. Parents may only request documents for minor children (under 18).
5. Please Note: Faxed transcripts to schools, employers or another entity are not considered official documents.

