

Guidelines For Obtaining Current Student Records

Records for minor age (under 21yrs of age) students that are currently attending a School District of Philadelphia School – These Records are at the school. Please contact your school directly. *Please note that only the parent and/or guardian listed on the student's school record will be granted access to copies of the student's records.*

Active minor age students (under 21 yrs of age) that live out of state or outside of the United States. - Please have your current or the school with which you are applying, request records directly from your last school or ask that they contact the Office of Records Management at 215-400-4780-option 5

Schools or Agencies seeking records of minor age students – Please contact the Office of Records Management at 215-400-4780-option 5
Please have your release/request prepared and be sure to include the student's full name and date of birth.

Legal Requests for Active minor age students, including subpoena or court orders – Please contact the Office of General Counsel. 215-400-4000 or contact The Office of Records Management for guidance 215-400-4780-option 5

Requests from the Social Security Administration for minor age students – SSA Requests should be sent directly to the student's school to be completed. Schools can then email, fax or Pony the completed documents to the Office of Records Management. Please call for information 215-400-4780-option 5

Any other questions or concerns – Feel free to contact The Office of Records Management 215-400-4780-option 5