

Guidelines For Obtaining Current Student Records - Permanently Closed Charter Schools

Records for students that are attended a Philadelphia charter School that is now closed – Please contact the Office of Records Management at 215-400-4780 – option 5 for instruction on obtaining copy of your records. .

Active minor age students (under 21 yrs of age) that live out of state or outside of the United States and that attended a charter school in Philadelphia that is now closed permanently - Please have your current school or the school with which you are applying, contact the Office of Records Management at 215-400-4780-option 5.

Schools or agencies seeking records of minor age students that attended a charter school in Philadelphia that is now closed permanently – 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 for students that attended a charter school in Philadelphia that is now closed permanently – Please contact the Office of General Counsel 215-400-4120 or contact The Office of Records Management for guidance 215-400-4780-option 5.

Requests from the Social Security Administration for minor age students that attended a charter school in Philadelphia that is now closed permanently – 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