

Guidelines For Obtaining Current Student Records

Records for students that are currently attending a School District of Philadelphia School - Please have the requesting entity, your new school or the school with which you are applying, contact the Office of Records Management via email at recordsmanagement@philasd.org to provide a formal school to school records request.

Records for active minor age students (under 21 yrs of age) that live out of state or outside of the United States - Please have the requesting entity, your new school or the school with which you are applying, contact the Office of Records Management via email at recordsmanagement@philasd.org to provide a formal school to school records request.

Legal requests for active minor age students, including subpoena or court orders – Please contact the Office of General Counsel, covid19Complaints@philasd.org

Requests from the Social Security Administration for minor age students – SSA Requests should be sent to the Office of Records Management via email at recordsmanagement@philasd.org

Requests from DHS, Community Umbrella Agencies (CUA, Placement Facilities - contact the Office of Transition to make requests of records by completing the **RECORD REQUEST FORM** <https://goo.gl/forms/H7IjRDn4UvqWGI5q2>

It is important to complete the form in its entirety to ensure we have all the necessary information to complete your **request**. Please note the following: If you are required to provide a FERPA consent form please email the FERPA consent form to transitioncenter@philasd.org. Please put the word FERPA in the subject line as well as the student's name. If you are required to provide a Signed consent from the family please email the Consent form to transitioncenter@philasd.org. Please put the word **SIGNED Consent** in the subject line as well as the student's name. **If you are from DHS and Community Umbrella Agency(CUA) please request records via DHS.Education.Support@phila.gov** If you have a court date within 7 days of your request, please note that in the provided space as well.

Feel free to visit their website,
<https://www.philasd.org/studentrights/programsservices/student-transition-center/>