

Guidelines For Obtaining Current Student Records

Records for 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 school or the school with which you are applying, contact the Office of Records Management at recordsmanagement@philasd.org

Schools or agencies seeking records of minor age students – Please contact the Office of Records Management at recordsmanagement@philasd.org. *Please attach your formal release, 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 Covid19Complaints@philasd.org - Please note, "Office of General Counsel - Minor Age Student", in the subject line or contact The Office of Records Management for guidance recordsmanagement@philasd.org.

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, the completed documents to the Office of Records Management. Please email for information recordsmanagement@philasd.org