



Our record request process has changed!

The form can be found here: RECORD REQUEST FORM
(<https://goo.gl/forms/H7IjRDn4UvqWGI5q2>)

It is important to complete the form accurately and in its entirety to ensure we have all the necessary information to complete your request.

Please note the following:

1. 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 FULL name**.
2. If you are from a **Community Umbrella Agency(CUA)** please request records via DHS.Education.Support@phila.gov
3. If you have a court date within 7 days of your request, please note that in the provided space as well.

Please let us know if you need any further information or assistance. We will be replying to any emailed requests with a similar directive to help spread the word regarding this process change. If you could also disseminate this information to impacted parties, that would be greatly appreciated.

Thanks,

Student Transition Team