



**Department of
Education**

New York City Department of Education Student Records Request Form (Updated March 2024)

Please use blue or black ink only. Valid proof of identification is required. A family member of a student under the age of 18, and who is not the parent or guardian of the student, must provide both proof of identification and written consent¹ signed by the parent or guardian, authorizing release to him/her. If the student is over the age of 18, the consent form must be signed by the current or former student. Please allow up to ten (10) business days for processing. Proof of familial relationship may also be necessary, if information confirming the relationship is not present in the student's records.

Section 1: Biographical Information		
First Name	Middle Name	Last Name
Date of Birth		NYCDOE Student ID (9-digit)
Mailing Address (House Number, Street, Apartment Number)		
City	State	Zip Code
Telephone Number		Email Address

Section 2: High School Information			
Name of Last NYC High School Attended			
School Address			
District Number	Borough	School Number	Is this school still open? (select one) <input type="checkbox"/> YES <input type="checkbox"/> NO
Years of Attendance	Type of Records Requested (check all that apply) <input type="checkbox"/> TRANSCRIPT <input type="checkbox"/> REGISTRATION IEP OTHER _____		Did you graduate from this NYC high school? (select one) <input type="checkbox"/> YES <input type="checkbox"/> NO

Section 3: Signature	
<i>Form must be signed by an individual age 18 or older. If student is under 18 years of age, the form must be signed by the student's parent or legal guardian.</i>	
Signature	Date

¹ The consent form can be found in the [Chancellor's Regulation A – 820](#).