

MADERA HIGH SCHOOL  
Madera Unified School District

**PUPIL REQUEST FOR RECORDS**

**CA Ed. Code 49064:** Documentation shall be maintained in pupil's Educational Cumulative File, all persons or agencies requesting to receive information from the record; and the reason of interest.  
**CA Ed. Code 49069:** Records shall be ready (5) five business/school days following the date request was submitted.

**PUPIL (student) NAME:** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

**CLASS Of: 20** \_\_\_\_\_ & **Grade:** \_\_\_\_\_ **MUSD ID** \_\_\_\_\_ **Phone #** \_\_\_\_\_

*\*\*if PRIOR to most recent Alumni, request from MUSD-Student Services Dept.*

**Address:** \_\_\_\_\_ **City:** **Madera** **State:** **CA** **Zip:** 9363 \_\_\_\_\_

1. **Records** requesting: \_\_\_ Transcript \_\_\_ Cumulative Records \_\_\_ Proof of Enrollment  
 \_\_\_ Other: \_\_\_\_\_

2. **Amount** of needed: \_\_\_ UNofficial (what most scholarships require. making copies is permissible)  
 \_\_\_ OFFICIAL (Signed/Embossed/Sealed in envelope. Pupil must not break seal; only agency can open.)

3. **Reason** for Record: \_\_\_ College \_\_\_ Scholarships \_\_\_ IRS \_\_\_ DACA \_\_\_ Employment  
 \_\_\_ Transferring to school: \_\_\_\_\_  
 \_\_\_ Other : \_\_\_\_\_

\*\*\* Fill-out this section ONLY if you want Transcript/Record(s) MAILED, RELEASED, or FAXED to \*\*\*

College/Agency/Person : \_\_\_\_\_

Attention: \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ (Fax# \_\_\_\_\_)

**\*\* I Authorize the Release of My Records to College, Agency OR Person indicated above:**

**Your Signature** (here): \_\_\_\_\_

Sign below **when picking up** transcript / records:

I received requested records. *Signature* \_\_\_\_\_

**\*If picking up on behalf of pupil, PRINT name:** \_\_\_\_\_ **State ID/DL#** \_\_\_\_\_

**OFFICE USE ONLY:** Date Issued/Mailed/Faxed \_\_\_\_\_ Released by \_\_\_\_\_