ALVORD UNIFIED SCHOOL DISTRICT

Student Services

9 KPC Parkway Corona, CA 92879 | P: (951) 509-5139 | F: (951) 358-1506

Email: **StudentServices@alvordschools.org**

Student Services – Records Department

Important:

♦ **Valid picture identification required** ♦ If student is 18 years or older, they must request their own records ♦ We do **not** have copies of diplomas ♦ We do not accept fax, phone, or email requests for records

Name: _____ Date: _____

Other Names Used in School: _____

Date of Birth: _____ Phone Number: (home) _____ (cell) _____

Address: _____

City, State, Zip _____

Last Alvord School Attended: _____ Last Year Attended: _____

I wish to order:

☐ Official School Documents (**Do Not Open**) How many copies? _____

☐ Unofficial School Documents (for your records) How many copies? _____

Other:

☐ Immunization records ☐ Report card ☐ Other _____

☐ Attendance records ☐ Special Education records

Do you wish to:

Pick up records? _____ Yes _____ No

Authorize someone else to pick up records? If yes, please provide name: _____

(They will need to provide a picture identification)

Do you want us to mail the records? _____Yes _____ No

Name: _____

Address: _____ City, State, Zip _____

_____ _____

Signature **Date**

Parent must sign if student is under 18 years old

Office Use Only

I.D. Verified _____ Initial

Picked up/mailed/faxed on _____ (circle one) Initial