



PRESCOTT UNIFIED SCHOOL DISTRICT NO. 1

300 E. Gurley Street, Prescott, Arizona 86301
(928) 445-5400 www.prescottschools.com

REQUEST FOR STUDENT FILES

If you are requesting copies of student files there are a few things you must complete.

1. Please fill out the "Request for Release of Student Records" form attached.
2. If the request is for yourself, please provide a copy of some form of government issued identification.
3. If the request is for someone else, like a parent, sibling or spouse the following is required.
 - a. The request form completed and signed
 - b. Some form of government issued identification for the student whose file is being requested.
 - c. If the student is deceased, a copy of the death certificate.
 - d. If the name of the student is different than the name on the ID, a copy of the birth certificate of the student.
 - e. If you are the spouse, a marriage certificate is required also.
 - f. If you are legal representative, a written request on your company's letterhead, in addition to a, b, c & d above, if they apply.

You may either drop off the above required paper work at the PUSD main office at 300 East Gurley Street, Prescott, AZ 86301, you may mail the forms to the PUSD District Office or you may email your forms and paperwork to: sarah.torres@prescottschools.com

If you have any questions or concerns, you may email sarah.torres@prescottschools.com and your email will be answered within 24 hours of receipt.

There is no cost for this service.

Sincerely,

PUSD Student Records Dept.