

STUDENT RECORDS REQUEST
POCONO MOUNTAIN SCHOOL DISTRICT
P.O. BOX 200 SWIFTWATER, PA 18370-0200
ATTENTION: RECORDS DEPARTMENT

PLEASE READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM. A PROPERLY COMPLETED FORM SUBMITTED TO THE SCHOOL DISTRICT WILL BE CONSIDERED A WRITTEN REQUEST.

Section 1 – REQUESTER INFORMATION – *To be completed and signed by the Requester at the time submitted to PMSD (Please Print Clearly)*

Last Name	First Name	Middle Initial	Maiden Name	
Address (Street Name and Number)				
City	State	Zip Code	Date of Birth	Graduation/Withdrawal Year
Telephone Number		E-Mail Address (Optional)		
Last PMSD School Attended:				
Date (Month/Day/Year)		Requester's Signature X		

Section 2 – INSPECTION OR COPYING OF STUDENT RECORD – *To be completed by the Requester Please check each box applicable to your request.*

Type of Request:	Record(s) Requested:	Transmit Record:
<input type="checkbox"/> Inspection of Records	<input type="checkbox"/> Transcript (\$3.00 per transcript)	<input type="checkbox"/> By Mail
<input type="checkbox"/> Copy Records (25 ¢ charge per copy)	<input type="checkbox"/> Medical Records	<input type="checkbox"/> For Inspection of Records
	<input type="checkbox"/> Special Education Records	Appointment must be made with
	<input type="checkbox"/> Other	Guidance Depart./Special Ed. Depart.

All payments need to be made by Certified Check or U.S. Postal Money Order. (No cash will be accepted.)
Make Checks Payable to: PMSD

Section 3 – EDUCATIONAL INSTITUTION INFORMATION – *To be completed by the Requester*

**Official transcripts cannot be sent to a home address or hand delivered. Please provide complete name and address of College or Agency.*

Institution Name		
Address		
City	State	Zip
Attn:		

Institution Name		
Address		
City	State	Zip
Attn:		

Section 4 – RECORDS DEPARTMENT USE ONLY

To be completed by the Records Office for each written request.

WRITTEN REQUEST RECEIVED: Fax Mail _____
Date (Month/Day/Year) Initials

Request Completed Denied Total Fee: _____ Paid

Completed: _____
Date (Month/Day/Year) Initials