

Riverhead Central School District



PROCEDURE FOR RECEIVING HIGH SCHOOL TRANSCRIPTS

1. Requestor fills out request form and signs the document.
2. Photo ID gets checked, signature gets notarized by authorized personnel.
Staff will research transcript and or immunization request and mail student transcript to address provided by student.
3. Current and recent student records are kept in the school building that the student attends.
4. Special Ed student records are kept at Pupil Personnel Services until the student reaches age 21.
5. **We cannot release student records to anyone without proper authorization. It is the law.**
6. We need written consent from the former student to be faxed to us **before** verifying graduation date or verifying school attendance.
Written informed consent from the former student is required; no information can be released without it.
7. We will try to release requested records within a five day turnaround time. If there are questions or more information is required we will notify the former student as soon as possible.