

FORMER STUDENT RECORDS REQUEST

FORM DIRECTIONS: Only use this form if the student last attended FCPS more than 5 years ago. If the student currently attends FCPS or last attended FCPS within the past 5 years, contact the last school attended. For individual school contact information, please [click here to access our Schools Directory page](#). Please be sure to fill out all fields. **Failure to fill out all fields could result in a delay in processing your request.**

ALTERNATE OPTION: You may [click here to go to our online transcript request process](#) instead of using this form. **The online process allows the use of credit or debit cards.** You may still complete, print, sign, and mail this form if you do not want to use the online process.

Student's Name While Attending School:

Last (Maiden) First Middle

Date of Birth: _____

Month Day Year

Exit Status

Graduated

Withdrew

Last Fairfax County Public School Attended Last Year Attended

Requesting copies of the following records (check all that apply)

- High School
 Middle School
 Elementary School
 Immunization (shot record)
- Replacement Diploma
 Other (specify): _____

Reason for Request: _____

E-mail Address: _____ Contact Phone: _____

Signature (needed to process request)* **Date**

*When submitting via mail, you must include a copy of your driver's license (or other government issued ID) to establish your identity.

I give permission for _____ to pick up my records.

First and Last Name

Send copies requested to the following location(s) (attach an additional sheet for more than two addresses)

1. _____
 - _____
 - _____
 - _____
 - _____
 - _____
 - _____
 - _____
2. _____
 - _____
 - _____
 - _____
 - _____
 - _____
 - _____
 - _____

FCPS USE ONLY

Reference Number _____

Name _____

Fee Received _____ Amount _____

Request Received _____

Records Sent/Walk-in _____

Fee: \$5.00 for each copy requested (transcripts, immunizations), \$15.00 for a Replacement Diploma
 (Payment may be made in cash or by check or money order payable to Fairfax County Public Schools)

Please remember to include an unexpired proof of identity: driver's license or other U.S. government issued ID

Send to: Fairfax County Public Schools | Attention: Registrar | 3701 Franconia Road | Alexandria, VA 22310