



Miami-Dade County Public Schools
Federal & State Compliance Office
Records & Forms Management
 2740 N.W. 104 Court,
 Miami, Florida 33172

Student Records / Transcripts Request

This form is utilized to request student records/transcripts for students who last attended Miami-Dade County Public Schools **prior to 1990**. All other student records/ transcript requests are to be sent directly to the last school of attendance.

Please complete the information below and send via email to Records & Forms Management at records@dadeschools.net, Fax to (305) 717-3485 or Mail to Miami Dade County Public Schools, Records & Forms Management at 2740 N.W. 104 Court, Miami, FL, 33172. **Form must be signed**, and requestor must include **copy of a valid photo identification** for processing in the order received.

Student Information		
Name while attending school: (First, Middle, Last)	Current name, if different: (First, Middle, Last)	
Current address:	Student date of birth: (MM/DD/YYYY)	
Primary telephone number:	Alternate number:	
School Information		
Name of last school attended in Miami-Dade County:	Last year attended:	Graduation year, if applicable:
Please mark an X next to the preferred method of delivery below:		
U.S. Mail ** requestor must provide self-addressed stamped envelope/s with address of location/s for submission of records.	Address 1: _____ _____ _____ Address 2: _____ _____ _____	
Fax number:		
Email address:		
Under penalties of perjury, pursuant to F.S. 95.525, I declare that I am the former student requesting school records/transcripts, or the parent of an underage student, and that facts presented herein are true.		
_____ Signature	_____ Date	