

# OKCPS Student Records Request Form

Initial requests for student records must be submitted via email or fax.  
Student cumulative folders will be sent by school mail within the district.

**Requesting Records From:**

\_\_\_\_\_

**School Name**

**For the Student:**

Student ID #: \_\_\_\_\_

\_\_\_\_\_

Student's Last Name

\_\_\_\_\_

Student's First Name

\_\_\_\_\_

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Student's Date of Birth: \_\_\_\_\_

**Records Requested:**

Date: \_\_\_\_\_

Academic Records

Health Records

RSA Folder

ELL Folder

Special Ed (IEP) Documents (If Applicable)

Other: \_\_\_\_\_

**Please Send the Records to:**

\_\_\_\_\_

School Name

To the Attention of: \_\_\_\_\_