

**St. Louis Public Schools
Student Transcripts Office
Student Record Request Form**

- A **NON-REFUNDABLE** fee payable to St. Louis Public Schools is charged for each record provided.
- Cash/money order/cashiers' check only, no personal checks, credit or debit cards are accepted.
- Copy of photo identification is required at the time of request
- Birth Certificate of student is required for Deferred Action Records requests
- Complete a separate form for each search
- If request is made by someone other than student or parent, attach power of attorney
- Return form(s) to:

**St. Louis Public Schools
Student Transcripts Office
801 No. 11th St.
St. Louis, MO 63101**

PLEASE PRINT

<u>Type of Record(s) Requested</u>	<u>Fee</u>	<u>Year Last Attended, Graduated or Withdrawn</u>
_____ Elementary (KG-8 th) Record	\$3.00	_____
_____ High School Transcript	\$3.00	_____
_____ Deferred Action Record	\$3.00	_____
_____ Graduation Class List	\$5.00	<u>Name of School</u> _____
_____ Nurse (LPN) Transcript	\$5.00	_____
_____ Genealogy Search	\$10.00	_____

**Name of Student While
Attending School** _____

First Middle Last

Date of Birth _____
Month/Day/Year

Place of Birth _____
City/State/Country

Names of all St. Louis City Public Schools attended

Address(es) of student while attending St. Louis City Public Schools

Parents'/Guardians Names _____
Father Mother

Signature of Former Student _____

Current Address _____

City/State/Zip _____

Telephone (include area code) _____

- High School or LPN Nurse Transcripts requested by a college, university, vocational school, or potential employer require an official copy with affixed seal.
- These transcripts must be mailed in the U.S. Mail directly from this office to the institution.
- Provide name and address of the institution to send to if applicable. **NO FAXES OR EMAIL WILL BE SENT.**

Institution Name _____

Address _____

City/State/Zip _____