

Adams 14 School District  
STUDENT RECORDS DEPARTMENT  
5291 E. 60<sup>th</sup> Avenue  
Commerce City, CO 80022  
Phone: 303-853-3238 Fax: 303-853-3329  
[studentrecords@adams14.org](mailto:studentrecords@adams14.org)

**Must present  
Picture ID**

Last Name:

## Request for Copies of Student Education Records

**FERPA (Family Education Rights to Privacy Act) Federal Statute, requires a signature from a Legal Guardian or Eligible Student (must be 18) to request records.**

I hereby request Adams 14 to release copies of the following student's cumulative education record including:

- Transcript     Official Transcript (may not be emailed)     Immunization     Attendance     Behavior  
 Test Data    Other Records (please specify): \_\_\_\_\_

**1). Print student's first and last name while enrolled in school and birth date (List up to 4 students):**

_____	_____
Name & Birth Date	Name & Birth Date
_____	_____
Name & Birth Date	Name & Birth Date

**2). Address & Signature to authorize the release of requested information** by parent/legal guardian, individual or institution acting on behalf of parent/legal guardian, or the student 18 years of age or older.

_____	_____	_____	_____
Address	City	State	Zip code
_____	_____	_____	_____
Phone Number	Email Address	Fax Number	
_____	_____	_____	
Signature	Date	_____	

**3). Delivery / Pick-Up Method (please select only one):**

- In-person pick-up to requesting party     Mail home to current address listed above  
 Fax     Email (non-official documents only)  
 Release to another person, school, or agency (please proceed to complete section 4)

**4). Enter name of person, school or agency, if records are to be released to them:**

**NOTE:** To release records to a person, photo ID is required or employee badge if to a school or agency.

\_\_\_\_\_  
Name of Individual / School, Agency, etc.

_____	_____	_____	_____
Street Address	City	State	Zip code
_____	_____	_____	_____
FAX number	Email address		

**Delivery / Pick-Up Method (please select only one):**

- In-person pick-up     U.S. Mail     Fax     Email (for non-official records only)

First Name: