



Please follow these steps to get records:

1. Complete the questions on attached form
(if the records requested is for someone 18 years or older only that person may request their records)
2. Be sure to sign it.
3. Bring it in, scan and email, mail or fax to Student Records
return information is on the form.
4. Attach a copy of your ID, such as a state driver's license-**must be legible**
(if 18 years or older the ID must be of person who records are being requested)
5. Specify which records you want.
6. Checkmark the Official Transcript box, if that is required.
7. Records will go out within 24 hours.
8. There is no charge.
9. Please contact me if there are any questions.

Nancy Morales
Adams 14 - Registrar
5291 E. 60th Avenue
Commerce City, CO 80022
303-853-3238 fax: 303-853-3329