

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: February 26, 2021

To: Principals

Subject: FEES FOR RECORD REQUESTS, INCLUDING TRANSCRIPTS AND GRADUATION VERIFICATION- **REVISED**

Department and/or Persons Concerned: Principals, Financial Clerks, Registrars, Enrollment Clerks, and Site Techs

Reference: AR 5125(a): Student Records
Education Code 49064

Action Requested: Review guidelines and implement immediately

Brief Explanation:

Education Code 49065 allows districts to charge a “reasonable fee.”

Effective immediately (2020-21 School Year):

Records requests, including transcript requests and employment verifications of graduation, are to be processed as follows:

During the school year, current students and students with graduation years up to 2015 will access records from the school site last attended at NO COST. Please connect with your last school of attendance registrar.

- Please allow up to 5 school days for processing
- Transcript requests require a photo identification

Summer Requests: District support for transcript requests and graduation employment verification over the summer, while site staff are on break, can be emailed to Veronica Ortega, Operations Specialist, Office of Leadership & Learning: vortegal@sandi.net

Former students/alumni who graduated PRIOR to 2015 may submit requests for records anytime during the school year, including during summer and school breaks via Scribbles, a third party contracted and approved by the Board of Education.

- Scribbles link here: <https://sandiegoca.scribborder.com/>
- Fees for processing will apply

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Lastly, please ensure to update your school's website.

For questions, contact Veronica Ortega, Operations Specialist, Office of Leadership & Learning, at vortegal@sandi.net.

Nicole DeWitt
Instructional Support Officer

APPROVED:

Tavga Bustani
Chief of Leadership & Learning