



Lawson Middle School

CUPERTINO UNION SCHOOL DISTRICT

10401 VISTA DRIVE ~ CUPERTINO, CA 95014 ~ PHONE: 408-255-7500 ~ FAX: 408-446-4987

REQUEST FOR STUDENT RECORDS

- To receive a copy of your student's school records, please provide the following information.
- There will be a processing period of five (5) school days.
- A copy of the requester's Driver's License or picture identification is required.

Today's Date	Student's Date of Birth	Current Grade Level	Daytime Phone #

Student's First Name	Student's Middle Name	Student's Last Name	Students Legal Name

Item(s) being requested: Transcripts Immunization Record Identification CAASPP Test Results
 Certificate of Attendance _____
copies

What to do when processed: Mail to School Mail Home Hold for pick-up

Requester's Name	Relationship of person making request to the Student	Requester's Driver's License Number or Identification

Requester's Current Address	City	State	Zip Code

SCHOOL USE ONLY:

Date Sent	Authorized Signature for Release of Record