



**Cincinnati Public Schools' Customer Care Center
INACTIVE STUDENT RECORDS REQUEST FORM**

**PRIOR TO THE RELEASE OF RECORDS: THIS FORM MUST BE COMPLETED AND ALL STUDENT FEES PAID.
Transcript Request – \$5.00 per request Student Graduation Verification or Other Student Records – \$2.00 per request**

Your Current Information:

Official Copies to be Mailed To:

Name: _____
First M.I. Last

Employer, Institution or School Name

Date of Birth

Address or P.O. Box

Address

Office, Department or Suite #

City/State Zip Code

City/State Zip Code

Telephone Number

Telephone Number Email Address or Fax Number

Other names under which you may have attended: _____

Mother/Father/Guardian's Name: _____

Name of Last High School Attended: _____

Graduate: Yes No **Year Graduated:** _____ **Non-Graduate:** Yes No **Last Year of Attendance:** _____

Have you, an employer, an institution or school requested your student records from Cincinnati Public Schools' Customer Care Center in the last 2 years? Yes No

Are you requesting the records be mailed to your address? Yes No *If yes, the records will be stamped unofficial.*

An Inactive Student is a student who graduated from a CPS school prior to 2006; no longer attends a CPS school; or was a CPS resident while attending a now-closed CPS or a now-closed non-CPS school. (Students who graduated after 2006 should request records directly from last high school attended; if that school has closed, make request to the Customer Care Center.)

For students who attended and/or graduated from a now-closed non-CPS school, a verification of graduation cannot be provided; however, the documents received from the now-closed non-CPS school will be released.

To receive requested records, complete and sign this form, provide a copy of your valid state-issued identification or state-issued driver's license, and payment to the CPS Customer Care Center or last high school attended.

Mail or bring form and payment to:

Cincinnati Public Schools, Attn: Customer Care Center – Inactive Records, P.O. Box 5381, Cincinnati, OH, 45201-5381

Requests received from agencies, employers, institutions or schools can be paid with official company checks. Personal checks are not accepted; money order or cash are accepted.

Please call CPS' Customer Care Center, (513) 363-0123, with questions or concerns.

Inactive Student Records Requests are processed in 6-8 weeks.

Signature (required) _____ **Today's Date** _____

FOR CPS OFFICE USE ONLY

Request: Transcript Student Graduation Verification Other Record Information **State ID/Driver's License #:** _____

Payment \$ _____ **Cash/Money Order/Company Check** **Receipt #** _____

Inactive Records Box(es) Ordered _____ **Date Records Released:** _____ **CPS Registrar Name** _____