

Procedure for Requesting Student Records

You may request records by contacting the Records Management Department via fax, mail, or e-mail. If you have questions, or need additional information, please call the office number listed below.

If you graduated or withdrew within the last four years, some of your records may still be located at the last school attended. Records Department staff can help you determine whether you will need to contact your former school.

To receive records you must provide your full name, including any other last names used, date of birth, social security number, last school attended, year of graduation or withdrawal, photo ID (such as driver's license), and a daytime phone number. Your request must be signed and dated if mailed or faxed.

Indicate whether you need an *official copy*, stamped with the seal of the School District of Osceola County and enclosed in a sealed envelope; or whether you want a *student copy* for yourself; or both.

If the records are to be mailed, include the address to which they are to be sent. You may also pick up records in person by coming to the Records Department office address listed below.

You may have a family member pick up the records if your schedule does not allow you to come to our office between 8:00 a.m. and 4:30 p.m. To do this, you must provide all information listed above *plus* include the following signed statement with your request: I give permission for (name of individual and relationship) to pick up my records. The person must show photo ID before the records will be released.

Mailing Address:

The School District of Osceola County, Florida
Records Management Department
817 Bill Beck Boulevard
Kissimmee, FL 34744

The Records office is located in Building 2000, Room 22, which is the one-story building attached to the Warehouse.

Phone: 407-870-4605

Fax: 407-870-4624

E-mail: records@osceola.k12.fl.us

If you graduated or withdrew within the last four years, your records may still be at the school. We can provide most records from the electronic student records system, but if you need copies of documents in your file, such as your immunization card, you should contact your school directly.