



FEES FOR COPIES OF
STUDENT RECORDS

D27.00
Revised
JUN 1985
Page 1 of 1

PROCEDURE

Introduction

1. There shall be no charge for copies of student records furnished at the request of parents or adult students at the time records are transferred to or received from a school outside The Seattle School District, or for records released with parental and/or student consent to a non-school person or agency.
2. The first two official high school transcripts sent to post-secondary educational institutions and the first copy of the high school transcript provided parents or adult Students at their request shall be provided free of charge.
3. See access to student records (D23.00) for procedures on obtaining student records.

Procedure

1. A charge will be levied for additional copies of transcripts.
2. The charge for reproduction of other records, including microfilmed records, will be based on the actual total cost of reproduction at the time of the request.
3. If reproduced records are to be mailed, the charge may include the cost of mailing.
4. All fees shall be paid to the District cashier.

NOTE: Fees for transcripts from the student records office are forwarded to the District cashier.

Former code(s): H38.10, H15.10