

**THE SCHOOL DISTRICT OF ESCAMBIA COUNTY**  
**INACTIVE STUDENT RECORDS DEPARTMENT**

**ATTENTION!**

**PLEASE BE ADVISED THAT STUDENT RECORDS  
ARE CONFIDENTIAL AND CAN ONLY BE RELEASED BY WRITTEN CONSENT.**

**NOTARIZATION OF SIGNATURE, OR A COPY OF SIGNATURE IDENTIFICATION,  
IS REQUIRED TO BE SUBMITTED WITH A RECORDS RELEASE FORM.  
THESE REQUIREMENTS MUST BE MET BEFORE ANY RECORD WILL BE PROCESSED.**

**SIGNATURE OF THE STUDENT IS REQUIRED BY THE FEDERAL REGISTER  
FOR THE DEPARTMENT OF EDUCATION AND THE STATE OF FLORIDA STATUTES,  
FAMILY RIGHTS OF PRIVACY, FOR ALL RECORDS REQUEST OF OUR OFFICE.**

**LOCATION OF YOUR ESCAMBIA COUNTY SCHOOL RECORD**

The Florida Statutes and Federal Register, from the Department of Education, require all schools to maintain each student's record for five years after the student graduates or withdraws from school. After the five year retention period, the record comes to the student records office for archival and destruction.

If an elementary, middle or high school student is currently enrolled in our district, the record, along with the immunization certificate, will be at the school where the student attends. Our office can print high school transcripts for current students. High school students that are under 18 years of age cannot sign for their own record; the signature of a parent or guardian is required before any records will be released.

If an elementary, middle or high school student has attended and withdrawn from our district within the last five years, the record and the immunization certificate will still be at the last school that the student attended. However, our office can print high school transcripts.

If an elementary, middle or high school student has been withdrawn from our school district five years or more, our office should have possession of the record.

## LOCATION OF OTHER TYPES OF EDUCATIONAL RECORDS

**ACT SCORES:** If you attended school in our district, and are in need of your ACT scores, you will need to contact the ACT Records Center. Florida, 1-850-878-2729; National, 1-800-553-6244.

**COMMUNITY SCHOOL:** If you attended a community school program in our school district, and are in need of a copy of your records, you will need to contact the community school that you attended. <http://www.community-schools.com/>

**DIPLOMA:** If you graduated from our school district and are in need of proof of graduation, our office can provide you with a "Proof of Graduation Letter". Copies of diplomas do not exist and you cannot get a duplicate diploma.

**EXCEPTIONAL STUDENT EDUCATION:** If you attended school in our district and are in need of your exceptional student information, you will need to contact the Central Files Department. <http://ese.escambia.k12.fl.us/forms.asp>

**GED:** If you attended school in our district and are in need of a copy of your GED, you will need to contact the GED Testing Office. All requests for verification of GED test scores and official transcripts are handled by the Florida Department of Education, GED Testing Office. You may contact them by phone or online. 1-877-352-4331. [http://www.firn.edu/doe/workforce/ged\\_dipl.htm](http://www.firn.edu/doe/workforce/ged_dipl.htm)

**IMMUNIZATION CERTIFICATE:** If you attended school in our school district and are in need of your immunization certificate, the Student Records Office has most immunization records for 1982 high school graduates forward. You can also contact the Escambia County Health Department. Birth Records: 1-850-595-6531. Immunization Records: 1-850-595-6661. <http://www.co.escambia.al.us/healthdepartment.htm>

**PENSACOLA CATHOLIC HIGH SCHOOL:** If you attended Pensacola Catholic High School, you will need to contact their office to obtain your record. 850-436-6400. <http://www.pensacolacatholichighschool.com/>

**PENSACOLA CHRISTIAN ACADEMY:** If you attended Pensacola Christian Academy, you will need to contact their office to obtain your record. 850-478-8483. <http://www.pensacolachristianacademy.com/>

**PENSACOLA JUNIOR COLLEGE & PENSACOLA JUNIOR COLLEGE ADULT:** If you attended Pensacola Junior College and/or Pensacola Junior College Adult, you will need to contact their office to obtain your record. Admissions: 850-484-1617. Fax: 850-484-1829. <http://www.pensacolajuniorcollege.com/>

**SANTA ROSA COUNTY SCHOOLS:** If you attended school in Santa Rosa County, you will need to contact that district to obtain your record. Information: 850-983-5000. <http://www.santarosa.k12.fl.us/>

**PRIVATE VOCATIONAL:** If you attended a private vocational or trade school in Pensacola, Florida that closed, you will need to contact the "Defunct Private Schools Office" in Tallahassee, Florida. It is the Office of State Board of Independent, Post Secondary, Vocational, Technical, Trade, and Business Schools at the Florida Educational Center. This state office provides records for educational institutions and private schools that have closed. Phone: 1-850-488-9504. (Example: Phoenix Educational Systems, Florida School of Cosmetology, etcetera.)

## HOW TO OBTAIN YOUR ESCAMBIA COUNTY SCHOOL RECORD

The Student Records Department uses two specific release forms that enable us to comply with all record requests. Because records prior to 1990 are not computerized, these forms require you to provide specific, detailed information. If you do not provide accurate and sufficient information, we may not be able to furnish you with your school records. Please complete the form of your choice thoroughly; we ask that you print clearly. You will be required to have the notarization of your signature completed, **OR** you may send a legible copy of your Driver's License with the completed release. You may fax or mail.

All requests are processed in the order which they are received. After receiving your completed request, it is usually processed within two (2) to five (5) business days. Your records will be mailed to the authorized address that you provide. By law, our department must respond with forty-five (45) days, after receiving the request.

All records will be mailed to the address(s) that you provide on the release form. If you need records mailed to more than one address, you can list them on a separate page; be sure to fax both pages.

### FORMS FOR OBTAINING YOUR RECORD

#### **☐ REQUEST FOR HIGH SCHOOL TRANSCRIPT / PROOF OF GRADUATION / IMMUNIZATION ☐**

The first form, "Request for High School Transcript / Proof of Graduation / Immunization", should be used to request your transcript or proof of graduation for employment, continuing your education; entering an adult high school, vocational / technical center, college, university, etcetera. Our office has most immunization records for 1982 high school graduates forward. Complete the form, have notarization completed, **OR** you may send a legible copy of your Driver's License with the completed release. Incomplete or unacceptable requests will delay the issuance of the transcript. Most requests are processed within two business days.

#### **☐ REQUEST FOR CUMULATIVE SCHOOL RECORDS FOR PROOF OF DATE OF BIRTH / IDENTIFICATION ☐**

The second form, "Request for School Records for Proof of Date of Birth / Identification", should be used to assist you in obtaining delayed birth certificates, proof of name, proof of birthplace, proof of parent's / guardian's names and for proof of age for the Social Security Administration, retirement, etcetera. **WE DO NOT HAVE COPIES OF BIRTH CERTIFICATES.** Complete the form, have notarization completed, **OR** you may send a legible copy of your Driver's License with the completed release. Incomplete or unacceptable requests will delay the issuance of the school records. Most requests are processed in two to three business days.