

To request a copy of your Student Records you will need to complete the following steps:

1. Print and complete the Records Request Form below.
2. Return the Records Request Form to the Student Records Office – Attn: Student Records Clerk. Please be sure to include a phone number where we can reach you. You may return your request in one of several ways.

Email this form to: [pbonnick@phasd.us](mailto:pbonnick@phasd.us)

Mail the request to:

Student Records  
Port Huron Area School District  
2720 Riverside Drive  
P.O. Box 5013  
Port Huron, MI 48060

Fax the request to: 810-272-4785 Attn: Student Records

You are also welcome to drop it off at our Administration Building at 2720 Riverside Drive.

3. **Identification is required.** A driver's license or other picture I.D. is required. If either of these forms of identification is not available, an original birth certificate will be accepted. Please contact our office for arrangements. (If the records are being sent directly to another educational facility, then no identification is required.)

If you have any questions regarding obtaining your school records, please contact our office at (810) 984-3101 ext. 4063.

**IDENTIFICATION  
REQUIRED!!**

**PORT HURON AREA SCHOOL DISTRICT  
2720 Riverside Drive  
P.O. BOX 5013  
PORT HURON, MI 48060**

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Date: \_\_\_\_\_

Request:  TRANSCRIPT     SPECIAL EDUCATION     OTHER: \_\_\_\_\_

NAME as it appears on school records (maiden): \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_                      PHONE: \_\_\_\_\_

DATE GRADUATED: \_\_\_\_\_                      OR DATE LEFT: \_\_\_\_\_

BUILDING YOU LAST ATTENDED (Port Huron Area School District): \_\_\_\_\_

RECORDS ARE TO BE:

PICKED UP

SENT TO: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FAX: \_\_\_\_\_



SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

NOTE: Your signature is required if transcript is to be sent anywhere other than to an educational institution in which the individual intends to enroll or has enrolled. If you are requesting records for someone other than yourself, you will need to show proof of guardianship, ie. Birth Certificate or Guardianship papers along with identification.

Date Processed: \_\_\_\_\_

Initials of Processor: \_\_\_\_\_