

**Madera Unified School District - Madera Adult School**

**Official Request for Student Records/Transcripts**

2037 West Cleveland Avenue, Madera, CA 93637 \*Phone: 559-675-4425 EXT 115 \*Fax: 559-675-4562

Last School Attended:		Today's Date:	
Address:	City:	State:	Zip Code:
Phone Number:		Fax Number:	
School's District:			

Student Information			
First Name:		Middle Name:	Last Name:
Birth Date:	Last Grade Attended:	Last Year Attended:	Other Last Names:

The student listed above has registered at **Madera Adult School**. Please forward the following information contained in the student's records:

- Official Transcript showing the grade and amount of credits earned in each subject.
- Grades and credits at the time of withdrawal
- Key to your grading system
- Annual Enrollment History data (School Year Enter/Exit Dates)
- Transcripts from previous schools requested by you.
- Special Education records, if applicable please forward to:  
MUSD/Special Services \*Attn: Madera Adult School: 1902 Howard Road, Madera, CA 93637

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- Mail Records to: **Madera Adult School**  
**Attn: Fabiola Sanchez, Registrar**  
**2037 West Cleveland Avenue, Madera, CA 93637**
  - Please Email: [fabiolasanchez@maderausd.org](mailto:fabiolasanchez@maderausd.org)
  - Please Fax: 559-675-4562

**FERPA (34 CFR § 99.31):** Permits school officials to disclose, without consent, education records to School Officials with legitimate educational interest and other schools to which a student is transferring. **CA.Ed.Code (49076.)(1)(B)** Officials and employees of other public schools or school systems, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided or where the pupil intends to or is directed to enroll.

1st Request: \_\_\_\_/\_\_\_\_/\_\_\_\_ 2nd Request: \_\_\_\_/\_\_\_\_/\_\_\_\_

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*Fabiola Sanchez, Registrar*

**Note: Please attach a copy of this request to the records forwarded to us.**