



This form is only to be used for currently attending students or students still attending any school at a kindergarten through 12th grade level.

This form will not be accepted if the student has graduated. Students who have graduated go to Parchment.com for transcript requests. Students who have graduated may use this form solely for elementary and middle school records. See page 2 on where to send those requests.

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

Name of student: \_\_\_\_\_

Student number: \_\_\_\_\_ Name of SMSD school last attended: \_\_\_\_\_

Year last attended: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Records Release Authorization (as required by Public Law 93-380)

I hereby authorize and request the Shawnee Mission School District to release the transcript of grades, test scores, immunizations and/or identifying data as shown on the permanent records of the person named above.

Send Transcript (Records) to \_\_\_\_\_

Street Address of Recipient \_\_\_\_\_

Street Address #2 of Recipient \_\_\_\_\_

City, State, Zip Code of Recipient \_\_\_\_\_

Reason for Release:

Official Transcript: \_\_\_ College Application \_\_\_ Scholarship \_\_\_ Armed Service \_\_\_ Other (please specify) \_\_\_\_\_

Unofficial Transcript: \_\_\_ Personal Use \_\_\_ Employment \_\_\_ Other (please specify) \_\_\_\_\_

- 1. Student must sign if 18 years or older.
2. Parent/Guardian must sign if student is under 18 years of age.
3. A current SMSD student is entitled to five transcripts at no cost for the duration that they are enrolled in a Shawnee Mission school. The fee for subsequent transcripts will be two dollars each while enrolled.
4. A photocopy of an ID such as a driver's license of a parent/guardian must accompany this request if student is under 18 years of age. Student must provide an ID if 18 years or older.

Print Current Name \_\_\_\_\_

Signature \_\_\_\_\_

Current Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

PLEASE EMAIL, FAX, OR MAIL\* THE ABOVE FORM  
WITH A PHOTOCOPY OF AN I.D.

*\* If a current student has ordered five transcripts while still enrolled a fee of \$2 for each subsequent request must be mailed or brought in. Once the student has graduated they will order through Parchment.com from then on.*

*Please send this request to your high school, **Attn: Registrar.***

**Shawnee Mission East High School**

7500 Mission Road  
Shawnee Mission, KS 66208  
Fax: 913-993-6886 \* Phone: 913-993-6608

**Shawnee Mission North High School**

7401 Johnson Drive  
Shawnee Mission, KS 66202  
Fax: 913-993-6999 \* Phone: 913-993-6908

**Shawnee Mission Northwest High School**

12701 W. 67<sup>th</sup> Street  
Shawnee Mission, KS 66207  
Fax: 913-993-7499 \* Phone: 913-993-7208

**Shawnee Mission South High School**

5800 W. 107<sup>th</sup> Street  
Shawnee Mission, KS 66207  
Fax: 913-993-7542 \* Phone: 913-993-7508

**Shawnee Mission West High School**

8800 W. 85<sup>th</sup> Street  
Shawnee Mission, KS 66212  
Fax: 913-993-7842 \* Phone: 913-993-7808

***If you are sending between June-July when the high schools are closed, or if you are requesting elementary and/or middle school records please send this request to:***

**Student Records Office**

Center for Academic Achievement  
8200 W. 71<sup>st</sup> St.  
Shawnee Mission, KS 66204  
Fax: 913-993-6298 \* Phone: 913-993-6287

**Elementary and middle school records go back as far as 1992, and for those records from 1992-2014 it is not guaranteed we will still have them. Any records before then no longer exist.**

**FOR OFFICIAL USE ONLY:** Date Received: \_\_\_\_\_ Date Sent: \_\_\_\_\_

Identification: \_\_\_\_\_