STANDARD PROCEDURE FOR ISSUING TRANSCRIPTS
(revisions noted in red)

The Student Records department and all high schools should be handling the distribution of transcripts for students in the same manner. Moving forward, please follow these recommendations:

FOR A STUDENT THAT IS YOUNGER THAN 18 YEARS OLD:
1. The parent may request and receive a copy of the student’s unofficial or official transcript:
   a. The parent must be listed as the parent of the student in the student database system.
   b. For the parent requesting the transcript – there cannot be custodial issues that forbid the release of the student information to this parent.
   c. If the student is currently matriculated, then there should be no charge transcripts provided.
   d. If the student is not currently matriculated, then there should be a charge for each transcript provided.

FOR A STUDENT THAT IS 18 YEARS OR OLDER:
1. The student is currently matriculated in one of our Norwalk Public Schools - the parent or student may request and receive a copy of the student’s unofficial or official transcript at no charge:
   a. The parent must be listed as the parent of the student in the student database system.
   b. For the parent requesting the transcript – there cannot be custodial issues that forbid the release of the student information to this parent.
2. The student has been exited from our student database system (ie: graduated or withdrew) – only the student may request and receive a copy of the unofficial or official transcript at a charge or if the parent is given Power of Attorney.
3. If the non-matriculated student is not available to personally request the transcript, then the parent/guardian/relative should present written authorization from the student or the school may establish email communication with the student, in order to obtain a transcript request for an unofficial or official transcript to be given to the parent/guardian/relative or to be sent to another educational facility or sent somewhere for scholarship reasons.
4. There should be a charge for each transcript provided for the non-matriculated student.

FOR A GUARDIAN WITH LEGAL DOCUMENTATION OF GUARDIANSHIP:
1. The student is currently matriculated in one of our Norwalk Public Schools - the legal guardian may request and receive a copy of the student’s unofficial or official transcript at no charge, even if the student is 18 years or older:
   a. The guardian must be listed as the legal guardian of the student in the student database system and there must be valid documentation of the guardianship.
   b. For the legal guardian requesting the transcript – there cannot be any legal documentation that forbids the release of the student information to this guardian.
2. The student has been exited from our student database system (ie: graduated or withdrew)
   a. If the student is 18 years or older - only the student may request and receive a copy of the unofficial or official transcript at a charge or if the guardian is given Power of Attorney.
   b. If the non-matriculated student is not available to personally request the transcript, then the legal guardian should present written authorization from the student or the school may establish email communication with the student, in order to obtain a transcript request for an unofficial or official transcript to be given to the parent/guardian/relative or to be sent to another educational facility or sent somewhere for scholarship reasons.

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transcript to be given to the parent/guardian/relative or to be sent to another educational facility or sent somewhere for scholarship reasons – there should be a charge for each transcript provided

c. If the exited student is younger than 18 years old – the guardian may request and receive a copy of the student’s unofficial or official transcript at a charge, provided that he/she is listed as the guardian in the student database system and provide the proper identification

FOR EDUCATIONAL INSTITUTIONS REQUESTING TRANSCRIPTS

1. If an educational institution or scholarship foundation is requesting a matriculated student’s transcript, then the school may accommodate the request at no charge

2. If an educational institution or scholarship foundation is requesting a non-matriculated student’s transcript, then the school may accommodate the request at a charge (this is the practice of the School Records office at City Hall)

Please Note:

- Each school should have a Transcript Request Form that is to be signed in order for the transcript to be released on behalf of a non-matriculated student
- Each school should charge a $2.00 fee per transcript (this fee is subject to change) – the fee that is charged may be assessed at the discretion of the school administration, although it is recommended
- Any monies collected should be given to the school bookkeeper to be credited to the Guidance Department
- Proper identification must be shown or sent by the person receiving the transcript
- You may encounter an issue that does not fit into one of the categories above, in which case, we will have to confer with the Chief of School Operations to determine the best response