Cincinnati Public Schools’ Customer Care Center
INACTIVE STUDENT RECORDS REQUEST FORM

PRIOR TO THE RELEASE OF RECORDS: THIS FORM MUST BE COMPLETED AND ALL STUDENT FEES PAID.

Transcript Request – $5.00 per request  Student Graduation Verification or Other Student Records – $2.00 per request

Your Current Information:

Name:_____________________________________ ________________________________________
First                     M.I.                  Last                 Employer, Institution or School Name
_____________________________________ ________________________________________
Date of Birth                     Address or P.O. Box
_____________________________________ ________________________________________
Address                         Office, Department or Suite #
_____________________________________ ________________________________________
City/State                                   Zip Code               City/State                                      Zip Code
_____________________________________ ________________________________
Telephone Number  Telephone Number     Email Address or Fax Number
Other names under which you may have attended:_____________________________________________________

Mother/Father/Guardian’s Name:______________________________________________________________________

Name of Last High School Attended:___________________________________________________________________

Graduate: □ Yes □ No  Year Graduated:________  Non-Graduate: □ Yes □ No  Last Year of Attendance:________

Have you, an employer, an institution or school requested your student records from Cincinnati Public Schools’
Customer Care Center in the last 2 years? □Yes □ No

Are you requesting the records be mailed to your address? □ Yes □ No  If yes, the records will be stamped unofficial.

An Inactive Student is a student who graduated from a CPS school prior to 2006; no longer attends a CPS school;
or was a CPS resident while attending a now-closed CPS or a now-closed non-CPS school. (Students who graduated
after 2006 should request records directly from last high school attended; if that school has closed, make request to the Customer Care Center.)

For students who attended and/or graduated from a now-closed non-CPS school, a verification of graduation cannot be
provided; however, the documents received from the now-closed non-CPS school will be released.

To receive requested records, complete and sign this form, provide a copy of your valid state-issued identification or
state-issued driver’s license, and payment to the CPS Customer Care Center or last high school attended.

Mail or bring form and payment to:
Cincinnati Public Schools, Attn: Customer Care Center – Inactive Records, P.O. Box 5381, Cincinnati, OH, 45201-5381

Requests received from agencies, employers, institutions or schools can be paid with official company
checks. Personal checks are not accepted; money order or cash are accepted.

Please call CPS’ Customer Care Center, (513) 363-0123, with questions or concerns.

Inactive Student Records Requests are processed in 6-8 weeks.

Signature (required)_________________________________________ Today’s Date______________

FOR CPS OFFICE USE ONLY

Request: □ Transcript  □ Student Graduation Verification  □ Other Record Information  State ID/Driver’s License #:_________

Payment $________ Cash/Money Order/Company Check    Receipt # __________________

Inactive Records Box(es) Ordered____________________ Date Records Released:_________ CPS Registrar Name________

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