



**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:**

**Official Copies to be Mailed To:**

Name: \_\_\_\_\_  
First M.I. Last  
\_\_\_\_\_  
Date of Birth  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City/State Zip Code  
\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Employer, Institution or School Name  
\_\_\_\_\_  
Address or P.O. Box  
\_\_\_\_\_  
Office, Department or Suite #  
\_\_\_\_\_  
City/State Zip Code  
\_\_\_\_\_  
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** \_\_\_\_\_