



Springfield Public Schools

1610 East Sunshine Street
Springfield, MO 65804
Phone: 417-523-0005
Fax: 417-523-0195



TRANSCRIPT REQUEST

If you would like to request records or a transcript from Springfield Public Schools, please fill out the form below and allow 5 business days to process your request.

**All GED requests are handled by DESE at 573-751-3504

Student Name: _____
First Middle Last Maiden

Date of Birth: ____/____/____ Phone # _____ Email _____

Year Graduated: _____ or Year Last Attended: _____

School Last Attended: _____

Requesting:

____ Official Transcript ____ Unofficial Transcript ____ Include ACT Scores
____ Immunization Records ____ Graduation Verification ____ All Records

Send To: Name and Address of Institution/Organization

Email or Fax if available: _____

Submit your request along with a copy of your photo ID
to: spsrecords@spsmail.org

Note: After filling in the form save the file to your computer before attaching to an email. This will help ensure your entries will be saved when submitted.

Springfield Public School Records Office
1610 East Sunshine Street
Springfield, Mo 65804
Fax: 417-523-0195

Public Law 93-380, regarding the "Release of School Records", has been modified by S8182, Article 5, Privacy of Pupil Records, 10947 which reads According to the Regulations Family Educational Rights and Privacy Act (Buckley Amendment) dated June 17, 1976, it is no longer necessary to obtain written consent to release records. It States that school officials, including teachers within the educational institution, and officials of other schools in school systems in which the student may intend to enroll, may receive a student's record without written consent for such a release.

By Checking the box to the left, as the requesting person/guardian, say the information is accurate, and agree to the terms of this request.

Signature of Requesting Person (must be requesting person unless 17 years or under):

X _____

OFFICE USE ONLY: Date of Request: _____ Date Sent: _____ By: Fax _____ Email _____ Pick up _____