

BALDWIN PARK UNIFIED SCHOOL DISTRICT

Adult and Community Education

PROCESS TO ACCESS

STUDENT RECORDS

REVISED FEBRUARY, 2012

BPACE PROCESS TO ACCESS STUDENT RECORDS

BPACE provides students with academic and attendance information for a variety of purposes.

The student may access his/her records by requesting the information from the counseling office.

REQUESTING TRANSCRIPTS

Students may request official CTE or high school diploma transcripts by completing the STUDENT REQUEST FOR TRANSCRIPT form (ADS CO-03). These forms are located in the counseling offices and are published on-line on the BPACE website. Once the form is completed, the student submits it to the appropriate office. Student transcripts are prepared in the counseling office and signed by the Senior Director. The student may pick up the transcript in person or direct the school to mail it to a specific institution or individual.

REQUESTING ACADEMIC INFORMATION

Students may request their academic information and verification of enrollment or attendance for outside agencies by completing the REQUEST FOR INFORMATION VERIFICATION form (ADS CO-03a) located in the counseling offices. Once the student completes the form, the requested information is produced. Students may pick up the information in person or direct the school to mail it to a specific institution or individual.