



Administrative Regulation
Chapter 5 – Student Services

AR 5040.2 TRANSCRIPTS OR VERIFICATION OF STUDENT RECORDS

Charge for Transcripts or Verifications of Student Records

Student records shall be made available to the student/former student upon a request. The District will not refuse to provide a transcript for a current or former student on the grounds that the student owes a debt; condition the provision of a transcript on the payment of a debt, other than a fee charged to provide the transcript; charge a higher fee for obtaining a transcript, or provide less favorable treatment of a transcript request because a student owes a debt; or use transcript issuance as a tool for debt collection.

Request for Official Transcripts

Students shall be provided an official transcript upon request according to the following:

1. Transcripts requests may be placed electronically or by mail for paper or electronic delivery.
2. The first two official transcripts are free. Additional transcripts will be provided for a \$5 fee.
3. A student may request expedited processing for the transcript subject to an additional cost depending on requested service as noted on the Admissions and Records website.
4. A student may obtain an unofficial copy of their transcript from their student portal, at no cost.

Electronic Transcripts

The District may elect to implement a process for the receipt and transmission of electronic student transcripts contingent upon receipt of sufficient funding.

Request for Verification of Student Records

Students shall be provided official or unofficial verification of various types of student records upon request according to the following:

1. Requests for verification of various types of student records may be placed electronically or by mail for paper or electronic delivery.
2. The first two requests for official verification of student records are free. Additional requests of official verifications of student records will be provided for a \$3 fee.
3. A student may obtain unofficial copies of various types of documents on their student portal, at no cost.

Revised: 4/12/10; 5/13/20

References:

Education Code Sections 71091 and 76200 et seq.;
Title 5 Sections 59022-59026, 59118, 54600 et seq.;
20 U.S. Code Section 1232 g(j) (U.S. Patriot Act);
Civil Code Section 1798.85