



MINNEAPOLIS
PUBLIC SCHOOLS
Urban Education. Global Citizens.

Minneapolis Public Schools
Attn: Transcripts
1250 West Broadway Ave
Minneapolis, MN 55411-2533
Phone: 668-0106 Fax: 668-0040

REQUEST FOR SCHOOL RECORDS

Student Accounting can provide transcripts/records older than five years for a fee; there is no charge for records of students enrolled within the last five years. Complete the application below and mail it to the above address with a check/money order payable to Minneapolis Public Schools.

- High school transcripts can be requested from the last high school within five years of last attendance.
- Records for currently enrolled students can be obtained directly from the current school.
- Records for student's under 18 can be released to parent/guardian with proper id.
- Records for student's 18 or over can be released to student with proper id.
- To release records to other than the parent/guardian or student, written authorization for the release of records from the parent/guardian or adult student is required.

Request Type

- Official High School Transcript – By Mail (\$10.00 or \$15.00 for two or more copies)
 Official High School Transcript – Walk-in/Same Day Requests (\$15.00)
 Copy of a Diploma – By Mail/Pre-Order Only (\$15.00 for Diploma, \$20.00 with cover)
 General Educational Records (Elementary/Middle, enrollments, immunizations, etc.)

Students Information

Student's Name Used in School: _____
 Birthdate: _____ Telephone: _____
 Last Minneapolis School: _____
 Month/Year Last Attended: _____
 Graduated?: Yes No If no, last grade level: _____

Transcript Released/Sent To Self College Other _____ # of Copies: _____
 Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Telephone: _____

Transcript Released/Sent To College Other _____ # of Copies: _____
Second Location if Needed
 Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Telephone: _____

Signature (Required)

Signature: _____
 Date of Request: _____

Verification (office use only)

Driver's License Birth Certificate Social Security Other _____