

Student Records Department
904-547-7137 or 904-547-7133
Fax: 904-547-7135

The Student Records Department is located in the Evelyn Hamblen Center at 1 Christopher Street, St. Augustine. The Office is open Monday through Friday from 8AM to 5PM. Requests for Student Records will be accepted at the Hamblen Center beginning Monday, May 2 through Thursday, June 16, 2011. From Monday, June 20 through Thursday, July 28, 2011, requests will be accepted at the St. Augustine High School at 3205 Varella Avenue and at the Yates Center at 47 Orange Street, St. Augustine. On Monday, August 1, 2011, requests for Student Records will return to the Hamblen Center.

Important information regarding student records is outlined below, including the process to request a copy of a record. Please read this entire section before requesting your transcript.

- The Student Records Department has student records dating back to 1909.
- Student records are confidential and can be released only by written consent from the parent or legal guardian. These rights transfer to the student when the student reaches the age of 18, or attends a school beyond the high school level per FERPA (Family Educational Rights and Privacy Act) Law. FERPA is a federal law that protects the privacy of student education records (20 U.S.C. § 1232g; 34 CFR Part 99).
- **If you graduated or withdrew from a St. Johns County School within the past three years, please contact the last school you attended to request your records.**
- Requests for Student Records fall into the following categories:
 1. Transcripts - Official or Unofficial
 2. Copy of School Record
 3. Graduation Verification
 4. Verification of Birth Date
 5. Immunization Records
 6. ESE (Exceptional Student Education) Records (i.e. Psychological Record, IEP) These are available for only five years after graduation or withdrawal.
- When needing any of the following records, please use the contact information provided below:
 - GED Verification: Contact 1-877-352-4331, or visit <http://ged.fldoe.org/>
 - Home Education Records: Contact 904-547-7166, or visit <http://www.stjohns.k12.fl.us/depts/os/student/homeeducation/>
 - Virtual School Records: Contact 904-547-7166, or visit <http://www-sjvs.stjohns.k12.fl.us/>
 - ACT Scores: Contact 1-319-337-1000, or visit <http://www.actstudent.org/index.html>
 - SAT Scores: Contact 1-866-756-7346, or visit <http://sat.collegeboard.com/scores/send-old-sat-scores>

Records for Closed Private Schools:

The Student Records Department has records for closed private schools who have surrendered their student records to the St Johns County School District for permanent record retention. For information on an individual student record from a closed private school, please call the Office of Student Records.

How to Order School Records:

- Records request forms are available in the Student Records Office and may be mailed or faxed. Additionally the form may be downloaded at:
<http://www.stjohns.k12.fl.us/depts/os/planning/Student%20Record%20Request%20Form.pdf>
- The fee for a records request is \$6.00 per copy. Payment must be in the form of a money order or cashier's check, made payable to St. Johns County School District. We do not accept cash or personal checks.
- If picking up your own student record in person, photo identification and payment is required. If sending someone to pick up your record, the person you send must include a notarized statement with the request form, their own photo identification, and the payment.
- Records are normally sent out within one to two weeks.
- If submitting request for student record by mail, return completed form, payment, and copy of photo identification to: St. Johns County School District Student Records Department, 40 Orange Street, St. Augustine, FL 32084. CASH AND PERSONAL CHECKS ARE NOT ACCEPTED.

If you have any questions about these procedures, please call the Student Records Department at 904-547-7137 or 904-547-7133.