

## Reminders for Record/Transcript Requests for Former Student

1. Virginia Beach Public Schools can only process record/ transcript requests for former students that attended and/or graduated from a Virginia Beach City Public School.
2. Record/Transcript requests are not processed for same day service.
3. Upon receipt of signed completed release form and payment, record requests will be processed within 15 working days.
4. All transcripts are mailed.
5. Received transcript requests and payments (whether mailed in or dropped off in person) are date stamped and processed in sequential order and mailed to the address or addresses listed on the Records Release Form.
6. There is a \$3.00 fee per document – NO CASH, CREDIT OR DEBIT CARDS ACCEPTED. **Only a check or money order made payable to: VBCPS (Virginia Beach City Public Schools) is acceptable for payment.**
7. Please mail form to: Student Records Office  
Virginia Beach City Public Schools  
520 S. Independence Blvd.  
Virginia Beach, VA 23452
8. Former students requesting records/transcripts that were identified as special education **prior** to 1995 will need to contact Psychological Services at 757-263-2775 to receive a copy of their record/transcript.
9. Parents, spouses, significant others, etc. cannot make record/transcript requests on behalf of a former student over 18 years old unless there is documentation from a court stating the requesting individual is legally the guardian/custodian of the adult former student.
10. Requests for a copy of a diploma should be referred to Josten's at 757-366-9644.

Direct any additional questions to the Office of Guidance Services and Student Records at 757-648-6160