



Arlington
Public
Schools

2110 Washington Boulevard Arlington, Virginia 22204

Arlington Public Schools Educational Record Request

Please check the box of the record you are requesting:

- Elementary School Transcript
- Immunization/Health Records

***If requesting a high school transcript, enrollment verification, graduation verification, GED replacement diploma, or special education document, please visit our district website <https://www.apsva.us/student-services/student-records-transcripts> for additional information.

Student name while attending an Arlington Public School:

Last (Maiden) Name:

First Name:

Middle Name:

Date of Birth(MM/DD/YYYY):

Last Arlington Public School attended:

Last year in attendance:

Graduated

Withdrew

Did you participate in the Adult Education Program in APS?

Yes

No

Third-Party Pickup (if applicable):

I authorize the person named as third-party, to pick up my records. The designee above must present a valid ID.

Student Signature (cannot be typed): _____ Date: _____

Please type a phone number and email address at which you may be reached.

Phone #:

Email Address:

Fee: \$4.00 per transcript request

Please pay with Money Order or Certified Check made payable to Arlington Public Schools

Walk-in or Send this form along with a photocopy of your government issued photo ID and any fees to this address:

Arlington Public Schools
Attn: Records Clerk
2110 Washington Blvd.
Arlington, VA 22204

Records Office Contact Information

Phone 703-228-6180 or 703-228-6062 Fax 703-228-2433