Department of School Choice & Enrollment

Request for Transcripts – Inactive / Closed Schools

Schools that are still in operation maintain their own records. If the last school you attended is an open/active school within the Cleveland Metropolitan School District, you must request records from that school.

This request form is for inactive/closed schools only.

ALL the following student information is needed to complete this transcript request:

(2) Requested Information To Be Sent To:

Name of Business/College: ____________________________

Street Address: __________________________________

City/State/Zip Code: ____________________________

Requestor Signature: ____________________________ Date: ____________

Revised 1/8/2018