

Newberg School District  
**Request for Student Records for Deferred Action Process**

**Where did you last attend school/ are you currently attending school?**

Newberg  Fill out this form

Other School  What school? \_\_\_\_\_

If you attended another school after Newberg, please contact that school district directly.  
 Your records will be in the last district where you attended school.

Information About Person Requesting Records	
Full Name	_____
Address	_____
Phone Number	_____
Email	_____

Information About Student	
Family Name (Last Name)	_____
Given Name (First Name)	_____
Middle Name	_____
Other Names – hyphenated last names. <i>Example: Carias-Vergara</i>	_____
What Newberg School is the student currently enrolled in, if any?	_____
Date of graduation from Newberg High School (if graduated)	_____

Information Requested			
Requesting official school records for the school years:	<u>School year</u>	<u>Check if the student attended a Newberg School</u>	<u>Name of the school(s)</u>
Applicable records:	_____	<input type="checkbox"/>	_____
Elementary Years: Permanent Record Card	_____	<input type="checkbox"/>	_____
Middle School Years: Permanent Record Card	_____	<input type="checkbox"/>	_____
High School Years and Proof of Graduation: Transcript	_____	<input type="checkbox"/>	_____

**RETURN TO: Tawnya Penninger, Data Analyst, 714 E 6<sup>th</sup> St., Newberg, OR 97132**

Phone: 503-554-5000 Fax: 503-537-3237

*You will be contacted when your records are ready to pick up, or if more information is needed.*

*Please allow 48 hours. Same day requests are not allowed.*

Office Use Only	Date Requested: _____ Name of Staff: _____ ID: Verification: Name: _____ ID: _____ Date Information Delivered: _____  _____ Full Name <span style="float: right;">Signature</span>
Created 9/10/12	