

Frequently Asked Questions

Q: How do I get a copy of my immunization record?

A: Go to www.adams12.org/community/services/records_requests requests. Click on the Student Record Request link and order your transcript. Check the "Immunization Only" box on the transcript request form.

Q: I live out of state. May my family request a copy of my transcript for me?

A: Go to www.adams12.org/community/services/records_requests. You can order a transcript regardless of where you reside. If you are 18 years old or older you must order your own transcript in compliance with the Family Education Rights and Privacy Act (FERPA). Click on the Student Record Request link and order your transcript.

Q: May I write a check for transcripts?

A: We accept cash, money orders/business checks, Visa, Discover and MasterCard only.

Q: I graduated from Adams 12 School District and need a copy of my birth certificate. Do you keep them?

A: We only keep education records for student. You can contact the [Vital Records](#) office in the state where you were born to order a copy.

Q: May I pick up my transcript?

A: If you choose to pick up your transcript there will be an extra charge of \$10.00.

Q: How do I get school records for my child?

A: If your student is still enrolled in the District contact the last school your student attended. If your student is 18 or older, he or she will need to go to www.adams12.org/community/services/records_requests. Click on the Student Record Request link and order your transcript.

Q: We have just moved out of state. How do we get our students' records for their new school?

A: Contact the last school your student attended. Please note that elementary and middle schools are closed from mid-June until schools starts again in August. High schools have staff available during the summer who can help you. District Records receives student records after the student graduates, or one year after the student withdraws from the District.

Q: How do I obtain a copy of my ACT test scores?

A: Go to www.adams12.org/community/services/records_requests. Click on the Student Record Request link and order your transcript.

Q: Can a transcript be faxed?

A: Yes. Just provide the fax number of the institution/person who should receive the transcript when you are ordering your transcript.

Q: I went to school in the 1960s and 1970s. Do you still have my education records?

A: Student education records are permanent. If the school sent them to District Records we will have them.

Q: How do I replace my diploma?

A: Thornton High, Legacy High and Northglenn High are the only schools that can provide duplicate diplomas. Contact the school you graduated from and ask for student records.