



All requests for student records through the Office of Records Management are made via our website

<https://philasd.scriborder.com/>

If you are a minor aged student and seeking records from a school that is still in operation. Please contact your school directly for records. Your records are held at the school.

To use the website you must have:

- A CREDIT, DEBIT OR PREPAID CARD WITH THE VISA OR MASTERCARD LOGO
- A VALID EMAIL ADDRESS

If you are seeking an official transcript. Please be sure to provide the full mailing address of the entity that needs to receive it. Including the name of the school or business along with any department or contact persons name. If a residential or individual address is provided. Only a student copy will be sent.

Record Types Available via the website:

Transcript – Official (with seal) or Unofficial (student copy)

Replacement Diploma -

Immunization Records

Verification of Birth - ** This is NOT a birth certificate – Please contact Vital Statistics if you are seeking copy of your birth certificate. Verification of birth will list all Philadelphia public schools attended, any parent names listed, country of birth if listed and final withdrawal or graduation status.

Full Student file

Special Education File

You may contact the Office of Records Management with any questions at recordsrequest@philasd.org or by calling 215-400-4780 (option 4)

To place an order go to:

<https://philasd.scriborder.com/>