



Collier County Public Schools  
 5775 Osceola Trail, Naples, FL 34109  
 Email: [records@collierschools.com](mailto:records@collierschools.com)  
 Phone: 239-377-0507

## Student Records Request to CCPS

### Request Submitted By:

Requestor Name: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Type:  Self  Parent/Guardian  K-12 Institution  Post-Secondary Institution  Agency  Provider

### Reason(s) for Request:

Personal  Student Transfer  Legal  Immigration  
 Post-Secondary (College, University, etc.)  Other \_\_\_\_\_

### Send Requested Records To:

Name: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Delivery Method:

Email  Mail  Fax  Pick-up (appt only)

### Requesting Records From:

Name: COLLIER COUNTY PUBLIC SCHOOLS – RECORDS DEPARTMENT CCPS Box #: 162  
 Contact: TECHNOLOGY OPERATIONS – RECORDS/TRANSCRIPTS  
 Address: 5775 OSCEOLA TRAIL City: NAPLES State: FL Zip: 34109  
 Email: RECORDS@COLLIERSCHOOLS.COM Phone: (239) 377-0507 Fax: (239) 377-0551

### Student Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_  
 DOB: \_\_\_\_\_ CCPS Student ID (if known): \_\_\_\_\_  
 Current/Last CCPS School Attended: \_\_\_\_\_ Last Grade Attended/Completed: \_\_\_\_\_  
 Enrollment Status:  Current  Withdrawn  Graduate Year: \_\_\_\_\_

### Requesting the following Student Data/Records:

ALL RECORDS  Health/Immunizations  Report Card  Grades/Test Scores  
 Academic  Legal  Section 504 Plan  Transcript (Unofficial)  
 Birth Certificate  Psychological  Special Education  Transcript (Official)  
 English Language Learners  OTHER \_\_\_\_\_

**Under 18** - A parent or guardian must request the record or transcript and present a valid copy of their photo ID.  
**18 or Older** - The student must request the record or transcript and present a valid copy of their photo ID.

Signature: \_\_\_\_\_ Relationship: \_\_\_\_\_ Date: \_\_\_\_\_