



Portland Public Schools district 1J Authorization to Release Records

Use this form to request the records of both current and former PPS Students.

We can provide the records of current PPS students to parents/guardians (The parent/guardian must upload a copy of their ID)

*****IMPORTANT:** Honorary diplomas and special education records (including IEPs) cannot be requested through the use of this form. To order a diploma, contact Jostens at (503) 255-7120. The phone number to PPS' special education department is (503) 916-2000 x 74868 or email them at SPED-records@pps.net

Please complete the following information:

Student Name (used while enrolled in a PPS school):

Student Name (Current):

Date of Birth:

Last PPS School Attended:

Year Last Attended:

Records being requested: (Ex: Transcript, Enrollment Verification, All Student Records)

Email:

You must include a copy of your current photo ID or passport along with this form



PORTLAND PUBLIC SCHOOLS

