

Angelica Infante-Green
Commissioner

HARRISON PETERS
Superintendent



Providence Public School District
Central Records Office
379 Washington Street
Providence, RI 02903
Tel. 401.456-9239
Fax 401. 278-2878
www.providenceschools.org

RECORDS REQUEST FORM

What type of documentation do you need?

Official Transcript

Unofficial Transcript

Letter of Graduation

Proof of attendance at Providence Schools

Other: _____

Name (Maiden) _____ Date of Birth: _____

Address: _____

Phone Number: _____

Email Address: _____

Name of School Attended: _____

Year of Graduation: _____ Last year attended if you did not graduate: _____

Please provide a mailing address or email address to where you like your records sent to:

Signature: _____ Date: _____

***The Central Records Office operates from 8:30 – 4:00 Monday through Friday. We are closed on weekends and holidays. Please allow 10 days for your request to be completed. Send a check or money order of \$2.00 fee per transaction on official transcripts to CRO/Providence Schools 379 Washington St. Providence RI 02903. Record retention (5) years after student leave program* or (5) years after student reaches the age of (18) whichever is longer. CRO@ppsd.org**

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