

**SITE OPERATIONS CIRCULAR NO. 2029**  
Office of School Innovation and Integrated Youth Services

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** August 20, 2018

**To:** Principals

**Subject:** TRANSCRIPT FEES

**Department and/or Persons Concerned:** Principals, Financial Clerks, Registrars/Enrollment Clerks, and Site Techs

**Reference:** AR 5125 Student Records  
Education Code 49065

**Action Requested:** Review guidelines and implement immediately

**Brief Explanation:**

Education Code 49065 allows districts to charge a “reasonable fee” not to exceed the actual cost of providing copies of any student record. It further states that “no charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student” and “no charge shall be made to locate or retrieve any student record.”

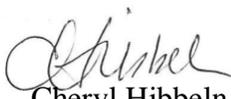
A review of district high school operations found inconsistencies in charging for the duplication of student transcripts, including alumni requests, and in the amount sites charged for duplication of a transcript. High school principals, high school registrars, and the Executive Leadership Team were asked for feedback on existing practices, and it was determined that the cost of charging for a transcript outweighed the fees collected by a few high schools.

To ensure consistency and equity across the district, beginning with the Fall 2018 semester, sites shall no longer charge for the duplication of any student record or transcript. There will be no cost for current students or former student transcript requests.

Lastly, please ensure to update your school’s website.

For transcript questions, contact Operations Specialist Veronica Ortega, Office of School Innovation, at [vortegal@sandi.net](mailto:vortegal@sandi.net).

APPROVED:



Cheryl Hibbeln  
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Office of School Innovation and Integrated Youth Services