

Alumni Transcript Requests

At Union County Public Schools student records are stored at the central records office.

All requests for student records / information will be submitted and paid for online. Phone and fax requests will no longer be accepted. If you are a government agency, please contact our office to receive a coupon code prior to submitting your request.

Charges will apply when ordering student records. Please note the information below:

- Please allow 3-5 business days to process student record orders
- Requests for information must be completed online and will be processed on normal business days during normal business hours (Monday-Friday 8:45 AM to 12:15 PM and 1:45 PM to 4:45 PM).
- **[Click the appropriate link button to request information.](#)**

Please note that this website is optimized for IE 9.0 and higher, Safari, Chrome and Firefox.