

Eugene School District 4J  
**Request for Student Records for  
 Deferred Action Process**

Information About Person Requesting Records	
Full Name	
Address	
Phone Number	
Email	

Information About Student	
Family Name (Last Name)	
Given Name (First Name)	
Middle Name	
Other Names – hyphenated last names. <i>Example: Carias-Vergara</i>	
What 4J school is the student currently enrolled in? or current education status (other district, high school graduate)	
Date of graduation	

Information Requested			
<b>Most applicants only need records dating back to June 15, 2007. Please list where the student attended school from 2007 to 2012.</b>			
Requesting official school records for the school years:	<u>School year</u>	<u>Check if the student attended a 4J school</u>	<u>Name of the school(s)</u>
	2006–2007	_____	_____
	2007–2008	_____	_____
	2008–2009	_____	_____
	2009–2010	_____	_____
	2010–2011	_____	_____
	2011–2012	_____	_____
	Other	_____	_____
	Other	_____	_____
Other information requested	_____ _____ _____		

**RETURN TO: Paola Massingham, 4J Superintendent’s Office, 200 N. Monroe St., Eugene OR 97402**  
 Phone: 541-790-7717 Fax: 541-790-7711

*You will be contacted when your records are ready to pick up, or if more information is needed.*

Office Use Only	Date Requested: _____ Name of Staff: _____ ID: Verification: Name: _____ ID: _____ Date Information Delivered: _____  _____ Full Name _____ Signature
revised 8/27/12	