Requesting Records

All requests for student records must be made in writing. We cannot take oral requests over the telephone. This policy is due to federal regulations that help to protect the privacy of our students.

If you are enrolling your student at another school, it can send us a request for the academic and medical records. These requests can either be faxed to 610-254-8939, or emailed to records@agora.org. The new school should have a standard request form that it can send to us. We can then forward all of the student's records directly to the new school.

If you are requesting that the records be sent to you, then please either email your request to records@agora.org, or fax it to 610-254-8939. Email is the preferred method, since it is much more reliable than faxing. In your request please provide the following information:

1. The full name of the student
2. The student's date of birth
3. Your name as the person making the request
4. A brief statement saying that you would like to have your student's records sent to you (Please specify if you need medical records as well)
5. Your full mailing address (We cannot email the full academic file to you)
6. If you need the records sent to another school, then please provide its full name, mailing address, and fax number

Requesting Records During the Summer

Unlike many brick and mortar schools, the records department at Agora is open all summer. July is a great time to request records! Please do not wait until the end of August, or early September, to make a request for student records, unless it is absolutely necessary. That is our busiest time of year, and it can take up to ten business days to process requests during that period. We process requests in the order that they are received, and send the records out as quickly as we can. As such, the earlier you can have your request sent to us, the better.

Please always keep a digital, and paper copy, of your student's most recent report card. You will need a copy of the report card in order to enroll your student at another school. Having a copy on hand will allow you to enroll the student in timely manner, while the new school awaits the full the academic file from Agora. Please note that you will not be able to access report cards online, once your student has been withdrawn from Agora. As such, please save these records to your personal files as soon as you receive them.

Requesting High School Transcripts

A transcript is a document that is only produced for high school students, and some middle school students who have earned high school level credits. The transcript is a single paged document, which shows all of the student's high school level grades, credits, and GPA. If a student has graduated, then the graduation date is also shown on the transcript.

All requests for transcripts must be sent in writing, either via email to transcripts@agora.org, or faxed to 610-254-8939. Again, email is the most reliable way to send these requests.

Please provide the following information in your request:

1. The full name of the student
2. The student's date of birth
3. The name of the person making the request
4. A brief statement saying that you are requesting a copy of the transcript
5. Information on where the transcript needs to be sent
   -If the transcript needs to be sent to a college, university, vocational school, etc, then please provide its name, mailing address, and fax number
   -We can also email, or mail the transcript to you – Please provide the appropriate contact information if this is how you want the document sent

Please note that it may take up to seven to ten business days for an official transcript to be generated, especially during the months of August and September. An unofficial transcript can be sent right away, but may be missing grade information, since our transcript department has not had a chance to review it. If you need the unofficial transcript right away, then please indicate that in your request.