

## Frequently Asked Questions for Centralized Deferred Action Records Request

### 1. Where do I apply for the Centralized Deferred Action Records Request?

For online records requests, apply at <https://dacarequest.lausd.net>

It is highly recommended to apply online.

For the paper form, you may:

- Print the form from the district's website at: <https://achieve.lausd.net/transcripts#spn-content>
- Print the form at the public library
- Pick up a form from your nearest LAUSD school
- Pick up a form from the Student Records Center at 2151 N. Soto St., Los Angeles, CA 90032

Paper form and payment must be mailed to:

Student Records Center, Attn: Deferred Action Records Request, 2151 N. Soto St., Los Angeles, CA 90032

### 2. What is the cost for the Centralized Deferred Action Records Request?

The cost is \$5 per copy of transcript.

### 3. What is the turnaround time for the Centralized Deferred Action for Childhood Arrivals Records request?

The anticipated processing time is 7-10 working days. In addition, please also allow 5-7 days for U.S. Postal delivery.

### 4. How do I check the status of my request?

If you applied online, you can check the status of your request by going to <https://dacarequest.lausd.net> Click on the link: [Click here to view the status of a Deferred Action Records Request](#). You will need to enter your confirmation number.

### 5. Where do I find my confirmation number?

The confirmation number is generated on screen after you submit your online request with your e-mail address. It is also e-mailed to you. Please check your e-mail and also your e-mail's spam folder. Please also verify that your e-mail is correct.

### 6. I already have copies of my records from my school, how is this different?

If you already have your records, you do not need to re-apply with this request. This is one of the options to obtain your school records for submission to U.S. Department of Homeland Security (DHS) and specifically for Deferred Action.

**7. Can I pick up my request?**

At this time, all documents will be mailed to the address listed on the request form and no pickup service is available.

**8. Can I request express service?**

Express service is not available. Orders are processed on a first-come, first-served basis.

**9. I made an error on my DACA request. How do I make the correction?**

You will not be able to make any corrections to your submitted request. Please resubmit your request. You will receive a notification if your records are not found based on information submitted.

**10. My name is spelled incorrectly or my birthday is listed wrong on the reports. How do I get this changed?**

The reports are generated from information on file in the official school records from the time of enrollment. We will not be able to change the information.

**11. How do I upload my documents for proof of name changed?**

Supporting documents must show the previous name and the new name. Submit your request first by clicking the "Submit Request" button, and then upload the file by clicking on the link: "*Click here to upload supporting documents*" at the end of the submitted page.

**12. Can I request additional copies?**

Yes, there is a maximum of 4 copies per order. However, you can place multiple orders.

**13. Can parents/legal guardians make a DACA records request for their child?**

Parents/legal guardians can apply for students under 18. However, students age 18 or over must apply for themselves.

**14. I attended an LAUSD adult school and obtained my GED. Where can I request for my records?**

Please contact your adult school for your records. You may also contact Division of Adult and Career Education at 213-241-3150 or submit a request through their site at <https://lausdae.scriborder.com/>

For verification of GED completion, you can go to [https://ged.com/life\\_after\\_ged/](https://ged.com/life_after_ged/)