

FAQ 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: <http://achieve.lausd.net/Page/8108>
- 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

Mail paper form and \$5 money order payment and to LAUSD/Student Records & Data Management Branch, Attn: Deferred Action Processing Center, 333 S. Beaudry Ave., 16th Fl, Los Angeles, CA 90017

2. What information is provided for the Centralized Deferred Action Records Request?

If available, the following documents are provided:

- Enrollment history – contains your enrollment history with Los Angeles Unified School District, addresses and parent names on record.
- Transcript – available only for those who attended high school.

3. The United States US Citizenship and Immigration Services (USCIS) is asking for additional LAUSD school documentation, would you be able to provide this?

Please contact your current or last school attended to obtain the additional information. Student cumulative records usually follow the student when they transfer within Los Angeles Unified School District.

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

The cost is \$5 per copy.

5. How do I pay?

You may pay through PayPal or money order. Your request will be researched first and if it is available, you will receive an email notification requesting for payment through PayPal or money order.

- For PayPal payment, the order is processed when payment is received.
- For money order payment, the order is pending until payment is received.

To remit your money order, please mail to:
Los Angeles Unified School District
Student Records and Data Management Branch
Attn: Deferred Action Processing Center
333 S. Beaudry Ave., 16th Fl,
Los Angeles, CA 90017

Please make sure the money order has the following information:

- Payable to: Los Angeles Unified School District
- Sign the money order if applicable
- Write in your confirmation number on the money order
- Attach money order to your Centralized Deferred Action Request form

Note: An incomplete money order will be returned to sender and the request will not be processed until we received a completed money order.

6. 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.

7. 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.

8. 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 to receive notifications from us.

9. 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.

10. 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.

11. Can I request express service?

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

12. I made an error on my DACA/DAPA 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.

13. 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.

14. 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.

15. Can I request additional copies?

Yes, there is a maximum of 4 copies per order. For additional request, please place a new order.

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

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

17. Can a third party request for my records?

Due to the confidential nature of student records and Federal Privacy law, we will only be able to release the transcripts to students age 18 and older, and to parents/legal guardians with children under age 18.

18. Can I use these records for college admission?

No, the reports are intended for Deferred Action only.

19. I attended a school outside of LAUSD (for example, Montebello School District or a Charter School), are these records included?

No, the records will only contain information from traditional schools in Los Angeles Unified School District. Please contact the appropriate school or school district directly.

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

To obtain your GED record, please go to <https://ged.com>

Please contact your adult school for your school records. The attached link is to search for the Division of Adult and Career Education Schools by Service Area: <http://achieve.lausd.net/Page/2217>.