

Request for Records

Texas State and Federal Law stipulates that Public School Transcripts are confidential documents requiring the permission of the former student before a release of information is fulfilled. Parents or Guardians can obtain an **unofficial** transcript copy of the student without the student's authorization, provided the student is still under their care.

Before we can release transcript information, please have the student read the statement below, sign it and attach a photocopy of his/her driver's license or social security card and send this back to us for processing. ID must be sent or expect a substantial delay in processing.

Records Management does not fax or email confidential student data.

Per District Policy and Texas Education Agency requirements, "official" transcripts cannot be issued directly to student or parent, but must be sent directly to the college, employer, military etc. Any transcript given directly to the student will be considered "unofficial".

Name:	
Address:	
State:	
Zip code:	
Phone:	
Email:	
Student ID:	
School Attended:	
Graduation Date:	
Withdrawal Date:	
DOB:	
Last 4 of SSN:	
Reason:	

Transcript
 Immunization
 Report Card
 Other: _____

Return this form and fees to our mailing address: 1202 W. Arkansas Lane, Arlington, TX 76013

- A \$2.00 fee per transcript or immunization copy, is required. Cash or money order only.
- Please allow 7 – 10 days for receipt.
- Questions or concerns, please contact our office: AISDRecordsMgt@aisd.net or 682-867-7685

Release to:

Name or institution

Address

City, State, Zip

I, the undersigned, do hereby grant release of all my school records to the Individual, Company, or Institution indicated below. I free the Arlington Independent School District and its employees of any liabilities as a result of this transaction.

Signature of Student

Daytime Phone Number of Student

Copy of **valid picture ID** (such as driver's license) attached