

NORTHSIDE INDEPENDENT SCHOOL DISTRICT

Central Records / Transcript Dept.
6632 Bandera Rd. – Portable #7
San Antonio, Texas 78238-1435
Phone: 210-397-8585 – Fax 210-706-8595

**“FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974”
RECORDS RELEASE OR REQUEST FORM**

Student’s Name _____ Today’s Date ____/____/____

Former/Maiden Name _____ SS# _____ - _____ - _____ Birth Date ____/____/____

Student’s Current Address _____ City _____

State _____ Zip _____ Phone _____ Years attended _____ Grade _____

Withdrawal Date _____ GED _____ Graduation Date _____ Last School _____

TRANSCRIPT(S) IS/ARE TO BE: MAILED OR HAND CARRIED BY STUDENT/PARENT

Number of transcripts needed: _____ OFFICIAL TRANSCRIPT _____ UNOFFICIAL TRANSCRIPT
(Sealed, embossed and bears the registrar’s signature.) (Not sealed, no embossed seals)

Verification of graduation letters: ONLY (no Transcripts) ALSO (with Transcript requests)
(Copies of Diplomas are not available, Verification letters only or in addition to copies of transcripts.)

Transcript(s) is/are being sent to: (Please check where applicable or use lines below for additional institutions)

- SAN ANTONIO COLLEGE NORTHWEST VISTA COLLEGE PALO ALTO ST PHILIPS
- UTSA UT at _____ TX A&M at _____ TEXAS STATE ST MARY’S
- NORTHEAST LAKEVIEW TRINITY INCARNATE WORD OUR LADY OF THE LAKE

OTHER (INSTITUTIONS, SCHOLARSHIPS, SUMMER PROGRAMS, EMPLOYMENT, ETC.):

- 1.) Parents and spouses may not request transcripts for student’s age 18 and older.
- 2.) **Picture Identification cards and Signatures are required for all requests.**
- 3.) There is a \$5.00 fee per transcript no personal checks. Cash, credit cards and money orders payable to Northside are accepted.
- 4.) Standardized test scores (including but not limited to ACT, SAT, PSAT, and AP) will not be included with your transcript.
It is the responsibility of the student / parent to submit the scores to the college or university.

STUDENT’S / PARENT’S SIGNATURE: _____

OFFICE USE ONLY

DATE: ____/____/____ ROLL / IMAGE ____/____ COPIES _____ MAILED _____ HC _____ ID _____

FEE PAID \$ _____ CASH _____ CREDIT CARD: MASTERCARD _____ VISA _____ MONEY ORDER # _____