

REQUEST FOR TRANSCRIPT

DATE _____

LAST 4 OF SOCIAL SECURITY NUMBER _____ DATE OF BIRTH ____/____/____

NAME _____
FIRST MIDDLE LAST LAST NAME WHILE ENROLLED (if different)

ADDRESS _____ PHONE # _____

CITY _____ STATE _____ ZIP CODE _____

I WILL PICK TRANSCRIPT UP -If someone else will be picking up your transcript, please write their name here: _____

PLEASE MAIL/EMAIL TRANSCRIPT TO: NAME: _____

MAILING ADDRESS/EMAIL ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

NUMBER OF COPIES REQUESTING: _____

CURRENT AISD STATUS: GRADUATE/YEAR: _____ NON-GRADUATE/LAST YEAR ATTENDED: _____

SIGNATURE

The Family Educational Rights and Privacy Act (FERPA) is a federal law that gives parents:

- The right to inspect and review the student's education records maintained by the school;
- The right to request that a school amend the student's education records;
- The right to consent in writing to the disclosure of personally identifiable information from the student's education record, except under certain permitted situation; and
- The right to file a complaint with the Family Policy Compliance Office (FPCO) regarding an alleged violation under FERPA.

Parents should understand that their rights transfer to the student when he or she reaches the age of 18 or attends a postsecondary school at any age. For more information, please visit the Family Policy Compliance Office website, <http://www2.ed.gov/policy/gen/guid/fpco>.

Please mail, hand deliver, email or fax **form with copy of photo ID and \$3.00** cash, check or money order (per transcript requested) payable to "Anderson High School" to:

The Office of the Registrar- Transcripts
L.C. Anderson High School
8403 Mesa Drive
Austin, TX 78759
Fax: 512-841-1644
Christy.potts@austinisd.org

Paid

ID

Date picked up/mailed: _____

****New Option: To pay online with a credit/debit card, go to <https://austinisd.schoolcashonline.com/>. Submit receipt with form.****