

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 (If you are having your transcript emailed, request 1): _____

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 \$5.00** 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://anderson.myschoolcentral.com>. Submit receipt with form.****

9/5/2025