

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: _____