

## 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/fpc>.

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  
[mary.andrade@austinisd.org](mailto:mary.andrade@austinisd.org)

☐ Paid

☐ ID

Date picked up/mailed: \_\_\_\_\_

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