

# Records Request Form

## San Felipe Del Rio Consolidated I.S.D.

P.O. Drawer 428002 Del Rio, Tx 78842-8002

Phone: 830-778-4097/Fax: 830-778-4911

The Federal Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy interests of students and former students.

Records will not be released until a signed copy of this request is received by the District Registrar, along with a valid photo ID.

To submit your request you may:

1) Submit this form in person & provide a valid photo ID at 900 W. Cantu Rd., Raymond Haynes Administration Complex in Del Rio, TX 78840

2) Fax this form along with a copy of a valid ID to Attn: District Registrar (830) 778-4911

3) E-mail this form along with a copy of a valid ID to : Registrar@sfd-r-cisd.org

4) Mail this form along with a copy of a valid ID to P.O. Drawer 428002, Attn: District Registrar, Del Rio, TX 78842-8002

For former students age 18 or older, records can only be released to another person with written consent from the former student and a copy of the Photo ID of both the former student and the person picking up the record.

Please provide as much information as possible:

### Student Information:

Your current name:

Your name while attending school (if different):

Phone number:

Date of birth:

Student ID#/Last 4 of SSN:

Year of Graduation

Year of Withdrawal:

### Information Requested:

**Transcript:**      **Official** (sealed in an envelope)      **Unofficial**      **Diploma** (Duplicate copy. We do not have originals)

**Immunization Records**

**Proof of Enrollment Years**

**Exit Exam Scores (STAAR/TAKS)**

**Number of Copies:**

**Reason for Request:**

School

Military

Government Documents

Other

### Would you like your records to be:

Mailed

Faxed

Fax #:

Attention:

E-mailed

Email:

Pick-Up in person (900 W. Cantu Rd. Annex 1) *You will receive a phone call when your transcript(s) is/are ready.*

(Optional) I authorize

to pick up the academic records I have requested.

Printed Name:

Signature:

Today's Date:

*For Office Use Only*

Date Completed:

Completed By:

Released to:

Verified ID: