Student Archive Records Request

Lackland ISD

Please complete the following information to request student records from the archive. Student records are kept for 5 years only. Send your request to the Data Specialist at District Office. Please allow up to 5 days.

Campus/Department requesting record: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requestor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Extention #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name

**Record for:**

Student’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus Last attended\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Last School Year Attended \_\_\_\_\_\_\_\_\_\_\_\_\_

Record requested: [ ] PRC Cummulative [ ] 504 records [ ] Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for request: [ ] Student returned [ ] records request (need copy) [ ] Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Record Action/Results

[ ] Copy(s) made and forwarded to requestor, record returned to archive

[ ] Student returned, complete record sent to requestor- Out Card placed in record box R#\_\_\_\_\_\_\_

Date records/copy(s) sent to requestor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date

[ ] Records Not found

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signed

August 13, 2015