Student Records Request

Student Name: ______________________ Grade: ____ Date: __________

Not a student? :

Name of person requesting: ______________________
Relationship to Student: ______________________
Phone Number: ______________________

Please check all that apply:

☐ Transcript
  ☐ Official
  ☐ Non-Official

☐ Verification Of Enrollment (VOE)
  ☐ DPS Office
  ☐ Letter

☐ Report Card
☐ Progress Report
  ☐ Grading Cycle A1, A2, A3, A4, A5, A6
  ☐ School Year: _____________

☐ HAC Parent Log In

☐ Other: ______________________

Please note – Ms. Castillo will notify you once request is complete. All requests will be handled in the order received. All requests take between 24-48 hours.

(Office use only)

Completed: _____________

Signature that it was received: ______________________ Date: _____________