

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: _____

