



Spring Branch Independent School District

RECORDS MANAGEMENT

1031 Witte Rd., Bldg. T-1A

Houston, TX 77055

Phone: 713-251-1100 Fax: 713-251-9030

records@springbranchisd.com

RECORD REQUEST FORM

Full Name As It Appears On School Records: _____

Other Name(s): _____ Student ID: _____

Social Security Number: _____ Date of Birth: _____

Last SBISD School Attended: _____

Year Graduated: _____ Or Last Year Attended: _____

Phone Number (_____) _____

WILL PICK UP

Type of Record:

Type of Transcript:

MAIL TO THE ADDRESS

Transcript Enrollment Verification

OFFICIAL (Mailed directly to the university, employer or other designated agency.) UNOFFICIAL

Please Send To: (Applicant is responsible for address. Complete one form for each address.)

School/Business Name: _____

Department/Attn: _____

Street: _____

City/State/Zip: _____

POSITIVE IDENTIFICATION AND SIGNATURE IS DUE AT THE TIME OF REQUEST

The Family Educational Rights and Privacy Act of 1974 establishes the privacy rights of students (parents if the student is under 18) with regard to educational records. The act makes provision for inspection, review and amendment of educational records by the student and requires, in most instances, prior consent from the student for disclosure of such records to third parties. The consent must be in writing signed and dated by the student and must specify records to be released, the reason for the release, and the names of the parties to whom such records will be released. The act applies to all persons formerly and currently enrolled at an educational institution. No exclusion is made for non-U.S. citizen students. However, the act does not apply to a person who has applied for admission, but who never actually enrolled in or attended the institution, and deceased persons.

RECORDS NOT PICKED UP IN 30 DAYS WILL BE DESTROYED

| OFFICE USE ONLY: | | |
|---------------------|--------|-------|
| PICKED UP | MAILED | OTHER |
| | | |
| Processed By: _____ | | |

Signature of Applicant: _____

Date of Application: _____

Parent Signature: _____