

MOODY JR. HIGH SCHOOL
Pupil Records Department
Official Record/Transcript Request Form

1. Date ➡						
2. Student Name (current) ↓ ↓ ↓ ↓ ↓			3. Student Name used in school (if different from name in section 2) ↓ ↓ ↓			
Last	First	MI	Last	First	MI	
4. Current Address <i>Number & Street</i>			City	State	Zip	
5. Telephone	6. Email Address		7. Student ID	8. Date of Birth		
<i>*It is important that you provide current contact information in case of questions.</i>						
9. Year Graduated OR Year Last Attended			10. School Last Attended			
11. Name of Parent(s) or Legal Guardian(s) ➡						
12. Records/Transcripts are needed for (<i>please select one with an X</i>):	Work	School	Legal Documents	IRS	Court/ Subpoena	Other
13. Authorization for Release ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓						
Signature			Date			
<i>The above signature verifies that I have completed all sections accurately. I understand that this application will not be processed if it is incomplete or found to be inaccurate.</i>						

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Moody Jr. High School will no longer provide copies of students records unless certain circumstances require it.

OFFICE USE ONLY

Date Received: _____ Date Processed: _____ Processed by: _____