



Spring Branch Independent School District

NORTHBROOK SENIOR HIGH SCHOOL

#1 Raider Circle, Houston, TX 77080 Phone:

713-251-2800 Fax: 713-251-9344

RECORDS REQUEST FORM

STUDENT NAME: _____

☐ WILL PICK UP

STUDENT ID: _____

☐ MAIL TO THE ADDRESS PROVIDED

DATE OF BIRTH: _____

PLEASE SEND RECORD TO:

Applicant is responsible for address. Complete one form for each address.

LAST YEAR
ATTENDED: _____

Last school attended: ____ NHS ____ YES Prep

EMAIL ADDRESS: _____

SCHOOL/BUSINESS

NAME: _____

CELL PHONE: _____

DEPT/ATTN: _____

Student Status: ☐ Graduate ☐ Withdrawn

ADDRESS: _____

TYPE OF TRANSCRIPT:

CITY/STATE/ZIP: _____

☐ **OFFICIAL** ☐ **UNOFFICIAL**

TYPE OF RECORD:

☐ TRANSCRIPT ☐ REPORT ☐ ENROLLMENT ☐ SHOTS ☐ ATTENDANCE ☐ OTHER
CARD VERIFICATION

RECORDS NOT PICKED UP IN 30 DAYS WILL BE DESTROYED

SPECIAL NEEDS: _____

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.

OFFICE USE ONLY:

PICKED UP	MAILED	OTHER
PROCESSED BY: _____		

STUDENT SIGNATURE: _____

DATE : _____

PARENT SIGNATURE:
(REQUIRED IF STUDENT IS _____
UNDER 18)