



## Hillsboro Independent School District

Admissions & Records  
119 E. Franklin Street  
Hillsboro, Texas 76645  
Phone: (254) 582-8585  
Fax: (254) 582-4165

### SCHOOL RECORDS RELEASE REQUEST

The Family Educational Rights and Privacy Act (FERPA) requires a signed release of information and identification from any person or institution requesting school records. This release must be completed before any records can be issued. Please provide the following information listed below. Thank you.

**Request Type – Check one:**

Fax  Mail  E-mail  Walk-in  Other

**Requested By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Proof of ID provided:** \_\_\_\_\_(attach copy)

**Purpose of the request – Check one:**

- Birth Verification  
 Transcript  
 Other (Please describe) \_\_\_\_\_

**Name as it appears on school records:**

**First:** \_\_\_\_\_ **Middle:** \_\_\_\_\_ **Last/Maiden:** \_\_\_\_\_

**Birth Date:** \_\_\_\_\_

**Last Hillsboro Public School Attended** \_\_\_\_\_

**Did you graduate?**  No  Yes **If Yes, YEAR of Graduation:** \_\_\_\_\_

**If No, Last Grade or Year Enrolled:** \_\_\_\_\_

**Student's Records will be:**

- Picked up:** **Pick-up Date:** \_\_\_\_\_  
 **Faxed:** **Fax No.:** \_\_\_\_\_  
 **E-mailed:** **E-mail Address:** \_\_\_\_\_  
 **Mailed:** **Name and Address:** \_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_

### STUDENT SERVICES DEPARTMENT ONLY

Completed by: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Comments: \_\_\_\_\_