



Request for Student Permanent Record Information

This record request form is used to obtain a copy of a student's permanent record. All student permanent records can be used as a source to verify the following information: **enrollment, student legal name, verified birthdate, verified birth place, and name of parent(s)/guardian(s).** Depending on when the student was enrolled with the Cypress School District, additional information such as home address, phone numbers, immunization, teacher names, subject grades, and attendance may be included on the record.

The permanent record only contains information for years the student attended a Cypress School District school from transitional kindergarten through grade six. For records from years the student attended a different district, you will need to contact the district attended. For current and former Cypress School District students who are currently enrolled in transitional kindergarten through grade six, please contact your current school site.

Please complete the portions below to request student permanent record information.

(Please complete a separate request form for each student.)

PRINT ONLY

Student's Legal Name *(as it would appear on the permanent record)*:

Gender: _____ Date of Birth: ____ / ____ / ____ Birth City and State: _____

Parent/Guardian Name(s): _____

Cypress School(s) Attended:

School Name: _____ Grade(s) attended : _____

School Name: _____ Grade(s) attended : _____

School Name: _____ Grade(s) attended : _____

Please Mark One:

- ☐ I am a parent or legal guardian requesting records for my child *(for students 18 years of age or younger.)*
- ☐ I am a former student requesting records for myself *(for students 16 years of age or older.)*

Please Mark One:

- ☐ I will pick up this information in person from the District Office.
- ☐ Please mail this information to:

Requestor Signature

Requestor Name *(Print Clearly)*

Phone Number

Date

A valid photo ID is required for the release of student record information.