

Katy Independent School District
Personal Request for Student Records

Student's Name: Last	First	Middle	Grade Level
Address: Street		Apt. #	Birth Date (MM/DD/YYYY)
City		State	Zip

Katy ISD maintains records on students from the first date of enrollment in the District. Katy ISD will automatically forward all records necessary for enrollment purposes to a District in which a student intends to enroll within ten (10) days of receipt of a request for records from another school district.

Due to the Family Educational Rights and Privacy Act (FERPA), other than for educational purposes, only the parent, guardian, or adult student may request educational records for the student; therefore, photographic identification of the parent/guardian/adult student requesting records is required prior to processing a request. When a student turns eighteen years old, the right to consent to the release of student records becomes the responsibility of the student. Parents may still have access to and have authority to consent to the release of records once the student turns 18 years of age if the student was a dependent for income tax purposes on the most recent tax return.

Requests for personal copies of student records are processed in a reasonable amount of time depending on the extent to which records are requested; however, this timeframe may not exceed 45 days as specified in federal statute (34 CFR 99.10). Parents/Guardians/Adult students are asked to designate which specific records are needed and the time period for those records in an effort to reduce the amount of time necessary to gather the documents and to respond to requests in a more efficient manner.

Records Requested:

- ☐ Academic Records
- ☐ Attendance Records
- ☐ Health and Immunization Records
- ☐ Test Records
- ☐ Discipline Records
- ☐ Counseling Records
- ☐ Psychological Data
- ☐ Special Program Records:
 - ☐ 504
 - ☐ Career and Technical Education
 - ☐ Compensatory/Accelerated Services
 - ☐ ESOL/Bilingual
 - ☐ Gifted and Talented
 - ☐ Special Education
 - ☐ Other: _____
 - ☐ Other: _____
- ☐ Birth Certificate
- ☐ Social Security Number and/or State ID No.
- ☐ Home Language Survey
- ☐ High School Transcript
 - ☐ Unofficial ☐ Official (mailed to military/colleges/universities only)
- ☐ Other: _____
- ☐ Other: _____

Time Period for Records Requested:

- ☐ Current year only
- ☐ Current and most recent year
- ☐ Current and most recent three (3) years
- ☐ High school only
- ☐ Throughout entire period of enrollment
- ☐ Other: _____

Delivery Method for Records:

- ☐ Call when records are ready to be picked up
- ☐ Mail to parent/guardian/adult student at address specified below
- ☐ Mail to the following address (if different from parent/guardian/adult student below):

As the parent/guardian of the above-named child or an adult student, I am requesting the records for the designated timeframe as indicated above:

Full Name of Parent/Guardian/Adult Student Requesting Student Records			Home phone
Address: Street		Apt. #	Office phone
City	State	Zip	Relationship to student
Signature of Parent/Guardian/Adult Student			Date

Photo identification is required in order to process a request for records.