Dallas Independent School District

REQUEST FOR STUDENT RECORDS

Students who graduated from Dallas I.S.D within the last 5 years should request transcripts from their last school of attendance. Former Wilmer-Hutchins ISD students may also request records using this form. Please be sure to indicate last Wilmer-Hutchins school of attendance.

FEES: CASH, CHECKS OR MONEY ORDERS ONLY

OFFICIAL HIGH SCHOOL TRANSCRIPTS: $3:00 CENSUS CARDS: $3.00
ELEMENTARY/MIDDLE SCHOOL RECORDS $3.00

PLEASE PRINT ALL INFORMATION

Name Student Used in School_____

Date of Birth_____/_____/_____
Month Day Year

Last High School Attended_____

Year of Graduation_____ **OR** Last Year of Attendance_____and Grade_____

TRANSCRIPT SHOULD BE MAILED TO:

Name_____

Address_____

City_____ State_____ Zip Code_____ Phone #_____

Number of each record needed:

High School Transcript:_____ Census Card (Used for ID purposes):_____

Elementary/Middle School Records_____

SIGNATURE OF REQUESTOR_____ **Date of Request**_____

SIGNATURE OF TRANSCRIPT RECIPIENT_____ **Date**_____
(IF RELEASED TO INDIVIDUAL)

OFFICE USE ONLY WORKED BY_____ DATE_____

TYPE OF REQUEST: WALK IN MAIL FAX PAID_____ CASH CHECK MO

_____ # OF RECORDS TAPE #_____