

SPRING BRANCH INDEPENDENT SCHOOL DISTRICT

Please complete this form and FAX to 713.365.5214 or
Mail to: Records Management Assistant
SPRING BRANCH ISD
1031 Witte Road, Building E
Houston, Texas 77055-6016
Phone: 713/251-1100

**Student Records Request Form
(other than High School Transcript)**

Once a Student reaches the age of 18, all requests must be made by the student. **A Valid Photo I.D. is required.**

The student must indicate any individual who has a right to access his/her records. This person will be asked to provide a photo I.D. in addition to the student's Valid Photo I.D.

Records: \$.15 per copy. The Records Management Assistant will advise total amount of the fee prior to the records being copied.

Name _____
(Last) (First) (Middle)

Maiden Name _____

Social Security Number _____ Date of Birth _____

Last SBISD School Attended _____

Year Graduated _____ Or last year attended _____

Phone Number () _____

I hereby authorize Spring Branch I.S.D. to mail or fax the Records to the following:

Send to: _____ Fax # _____
_____ Phone # _____

SIGNATURE DATE

DESCRIPTION OF RECORDS BEING REQUESTED:

