



## **PURCHASING DEPARTMENT**

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## **Retrieval of Records Stored at the Records Warehouse**

The following is an explanation of the procedures for retrieval of records stored at the Warehouse:

### **Student Records:**

The following information required for retrieval of records for students that previously withdrew from an SBISD school and are now re-enrolling in a SBISD school:

- Name of Student
- Date of birth
- ☐ School last attended
- ☐ Date of withdrawal
- ☐ Identification of the box in which the records are located
- ☐ Name of school where file is to be sent
- ☐ First and last name of the registrar at the receiving school

Input information on: [Request for Records/PR Folders](#)

### **Records Management**

#### **Contact:**

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