

HENDERSON ISD
201902

STUDENT RECORDS

FL
(EXHIBIT)

The following exhibits may be used for student record requests in the District:

Exhibit A: Request for Student Records— 1 page

Exhibit B: Request for Official Transcript — 1 page

HENDERSON ISD
201902

STUDENT RECORDS

FL
(EXHIBIT)

HENDERSON INDEPENDENT SCHOOL DISTRICT
REQUEST FOR STUDENT RECORDS

I request that Henderson Independent School District release the following information
contained in the school record of _____:
(Student's name)

(List information requested.)

I am requesting the information listed above for the purpose of : _____

(Printed name of parent)

(Signature of parent)

(Date)

(Principal's signature of approval)

(Date)

HENDERSON ISD
201902

STUDENT RECORDS

FL
(EXHIBIT)

HENDERSON INDEPENDENT SCHOOL DISTRICT
REQUEST FOR OFFICIAL TRANSCRIPT

Please Print All Information:

Name Student Used in School _____

Social Security # _____ / _____ / _____ Date of Birth _____ / _____ / _____
Month Day

Year

Year of Graduation _____ or Last Year of Attendance _____

Transcript Requested By:

Name _____

Address _____

City _____ State _____ Zip _____ Ph # _____

Number of Copies Requested _____

Please Initial in Appropriate Box:

- I will take transcript with me
- Please mail
- Fax

Please Identify Mailing Address/Fax if Applicable:

Signature of Requestor _____

Date of Request _____