RICHARDSON INDEPENDENT SCHOOL DISTRICT
STUDENT RECORDS REQUEST FORM

Fill out the form below to obtain a copy of a student transcript. A parent may request a copy of their child's transcript only if that child is under the age of 18 and therefore considered an eligible student under Federal Law. Once the child reaches the age of 18 the rights are passed from the parent to the child.

A government issued picture ID (i.e., driver's license, passport, etc.) needs to be presented in order to obtain any records. A standard transcript copy charge is $2.00 (unless transcript is archived then an additional charge of $10.00 for retrieval and refile is added.) The transcript includes the front and back of the cumulative and health cards. If multiple copies are needed, include a $2.00 for each additional copy. Any additional pages requested not considered a standard transcript is $.10 cents each. The charge for the District Official Stamp is $5.00.

Return this form with payment to:

Richardson Independent School District
Attn: Records Management
400 South Greenville Avenue
Richardson, TX 75081

NOTE: If you graduated from a RISD high school, please contact that school to obtain a copy of your transcript. If you withdrew before graduating, please complete this form and return it to Records Management.

STUDENT INFORMATION:

_____
LAST NAME FIRST NAME M.I. MAIDEN NAME

_____
SOCIAL SECURITY NUMBER DATE OF BIRTH YEAR LAST ATTENDED SCHOOL- LAST ATTENDED

REQUESTOR INFORMATION:

_____
CURRENT HOME ADRESS

_____(_____)_____
CITY STATE ZIP CODE PHONE

I hereby authorize the release of the education records for the student named above to the person or institutions list. I understand that to ensure confidentiality, the records requested can not be faxed. I also understand that none of the records will be mailed until full payment has been received by Richardson ISD.

_____ _____ _____
SIGNATURE OF STUDENT DATE PRINT NAME

_____ _____
SIGNATURE (OTHER THAN STUDENT) RELATIONSHIP TO STUDENT (PLEASE PRINT)

An additional copy should be mailed to the address below:

_____

_____

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