

## **RECORDS RELEASE OR REQUEST FORM**

Student's Full Name: \_\_\_\_\_ Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Former/Maiden Name: \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student's Current Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Month/Year Graduated: \_\_\_\_ / \_\_\_\_ Month/Year Withdrew: \_\_\_\_ / \_\_\_\_ Campus: \_\_\_\_\_

TRANSCRIPT(S) IS/ARE TO BE: ☐ MAILED OR ☐ HAND CARRIED BY STUDENT/PARENT

Number of transcripts needed: \_\_\_\_\_ ☐ Official Transcript \_\_\_\_\_ ☐ Unofficial Transcript  
(Sealed and embossed) (Not sealed, no embossed seals)

☐ **Rushed Delivery** (\$5.00 1-2 day processing) ☐ **Normal Delivery** (\$2.00 3 day processing)

**Cash, Check or Money Order ONLY**

Transcript(s) is/are being sent to:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> San Antonio College  | <input type="checkbox"/> Northwest Vista | <input type="checkbox"/> TX A&M at _____ |
| <input type="checkbox"/> UTSA   | <input type="checkbox"/> Texas Tech      | <input type="checkbox"/> Palo Alto       |
| <input type="checkbox"/> St Phillips  | <input type="checkbox"/> Texas State     | <input type="checkbox"/> St Mary's       |
| <input type="checkbox"/> UT at _____  |  |  |
| <input type="checkbox"/> <b>Other</b> (Institutions, scholarships, summer programs, employment, etc. Specify name & address below.) |  |  |

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE: Parents and spouses may not request transcripts for students age 18 and older without written authorization/signature from student.** Picture identification card and signature are required when picking up requests.

STUDENT'S SIGNATURE: \_\_\_\_\_

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**\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\***

Date: \_\_\_\_\_ Mailed: ☐ Picked Up: ☐ Other: ☐ By: \_\_\_\_\_