



NORTH EAST INDEPENDENT SCHOOL DISTRICT

8961 TESORO DRIVE SUITE 414— SAN ANTONIO, TEXAS 78217
PHONE: 210-407-0346/FAX 210-805-5332

TRANSCRIPT RELEASE FORM

- *All transcripts (official or unofficial) are \$5.00 each (cash, check or money order).*
- *Picture Identification and Signatures are required for all requests.*
- *Allow five business days to process this request.*

Number of Copies: _____

Student's Name When Attending School: _____

Student's Current Name: _____

Student's Current Address: _____

City/State/Zip: _____

Phone: _____ Date of Birth: _____ Student ID#: _____

Year of Graduation: _____ School of Graduation: _____

If not a graduate,
Last Year of Attendance: _____ School of Attendance: _____

Purpose of Transcript: Employment Student Transfer Military Education Other Send

Transcript To: _____

Address: _____

City/State/Zip: _____

To The Attention Of: _____ Phone: _____

Parents and/or Spouses may not request transcripts for students age 18 or older.

Student Signature if 18 or over: _____ Date: _____

Parent Signature if under 18: _____ Date: _____

*****FOR OFFICE USE ONLY*****

Released to: _____ PAID _____ CASH M.O. CHECK # _____ RECEIPT# _____

ID Verification: _____ Expiration Date: _____

Verified by: _____ Date Sent: _____

possibility of alteration. A transcript copy will be marked or stamped "OFFICIAL COPY" only at the time of release to another institution or student approved recipient, EXCLUDING PARENTS. This stamp or manual entry is never put on the original file document and is not placed on the copy provided to the student or family.

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