



Southwest High School

Southwest Independent School District
11914 Dragon Lane, San Antonio, Texas 78252
(210) 622-4500 phone • (210) 622-4501 fax



TRANSCRIPT ORDER FORM

In accordance with the Texas Open Records Act and the Family Educational Rights and Privacy Act of 1974, as amended, student academic records are classified as confidential, and may be released only with the written authorization of the student and/or the legal guardian.

- A. To order your transcript by mail, sign and date the printed form and mail or fax to the following:
- Southwest High School**
Attention: Transcript Request
11914 Dragon Lane
San Antonio, TX, 78252
Fax (210) 622-4501 [If during June-August]
Fax (210) 622-4561 [If during the regular school year]
- B. Submit a copy of your driver's license or other valid signed picture identification.

Requests will be processed within 3 to 5 workdays after receipt of request.

NAME UNDER WHICH YOU WERE ENROLLED

First _____

Middle _____

Last _____

Student SWHS ID# (if known) _____

CURRENT NAME (if different):

IMPORTANT DATES

Date of Birth _____

Year of Graduation _____

If Not a Graduate,
Last Month & Year of Attendance _____

PURPOSE OF TRANSCRIPT

☐ Employment ☐ Military ☐ Scholarship ☐ College/University
☐ Other: _____

YOUR CURRENT INFORMATION

Address _____ City _____ State _____ ZIP _____

Day Telephone: _____ Other Phone _____ E-mail _____

CHECK

____ Please, send ____ (#) copies of my transcript to the same address as above.

____ Please, send ____ (#) copies of my transcript to the following third party:

Name _____

Address _____

City _____ State _____ Zip _____

If student is requesting, I certify that I am the person whose name appears on the name lines of this form and do hereby authorize release of my academic records to the addresses listed above.

Signature _____ Today's Date _____

If legal guardian of a minor is requesting, I certify that I am the legal guardian of the person whose name appears on the name lines of this form and do hereby authorize release of his/her academic records to the addresses listed above.

Signature _____ Today's Date _____