



NORTH EAST INDEPENDENT SCHOOL DISTRICT  
**GUIDANCE SERVICES**

8961 TESORO DRIVE, SUITE 414 – SAN ANTONIO, TEXAS 78217  
PHONE: 210-407-0180/FAX 210-805-5332

TRANSCRIPT RELEASE FORM

**ALL TRANSCRIPTS ARE \$5.00 EACH (CHECK, CASH OR MONEY ORDER)**

Number of Copies: \_\_\_\_\_

Student's Name When Attending School: \_\_\_\_\_

Student's Current Name: \_\_\_\_\_

Student 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 my transcript to: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

To the attention of: \_\_\_\_\_ Phone: \_\_\_\_\_

- Picture identification and signatures are required for all requests.
- Parents and/or spouses may not request transcripts for students age 18 or older.
- Cash, money orders and personal checks are accepted; no credit cards.
- Standardized test scores (including but not limited to ACT, PSAT, SAT, and AP) will not be included with your transcript. Standardized test scores must be requested from the testing service, i.e. College Board, ACT, etc.

Student/Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Released to: \_\_\_\_\_ Paid : \_\_\_\_\_ CASH M. O. CHECK # \_\_\_\_\_

ID Verification: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Verified by: \_\_\_\_\_ Date Sent: \_\_\_\_\_

"Universities or other entities that request official copies of the AAR directly from school districts are responsible for obtaining authority from students for release of such records. Students may also request direct transmittal of official copies to colleges or to prospective employers. An official AAR provided by the school district may be differentiated from the copy given to the student/guardian. The words "OFFICIAL COPY" imply that the AAR is transmitted directly from the school to the authorized requesting institution without the possibility of alteration. A transcript copy should be marked or stamped "OFFICIAL COPY" only at the time of its authorized release to another institution or student approved recipient, excluding parents/guardians. This stamp or mark is never put on the original file document and is not placed on the copy provided to the student/guardian." {Min. Standards for AAR-TEA 11/2009}