



**NORTH EAST INDEPENDENT SCHOOL DISTRICT**

**8961 TESORO DRIVE SUITE 414– SAN ANTONIO, TEXAS 78217  
PHONE: 210-804-7139/FAX 210-805-5332**

**TRANSCRIPT RELEASE FORM**

**ALL TRANSCRIPTS ARE \$5.00 EACH**

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: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ 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 scored (including but not limited to ACT, PSAT, SAT, and AP) will not be included with your transcript. Must be requested from the testing service, i.e. College Board*

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

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

***Released to: \_\_\_\_\_***

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

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

“Universities or other entities that request official transcripts of the AAR directly from the school district are responsible for obtaining authority from the student for release of such records. Students may also request direct mailings of official copies to colleges or prospective employers. An official AAR provided to the authorized requesting institution implies that the AAR is transmitted directly from the District to the authorized requesting authority without the possibility of alternation. 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. {Min. Standards for AAR-TEA 9/2004}