



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 (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: _____

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}