



Bryan Independent School District Request/Release for Student Transcript

Fill out the form below to obtain a copy of a student transcript. A parent may request a copy of their child's transcript only if that child is under the age of 18 and therefore considered an eligible student under Federal Law. Once the child reaches the age of 18 the rights are passed from the parent to the child.

A government issued picture ID (i.e. driver's license, passport, etc.) needs to be presented in order to obtain any records. A standard transcript copy charge is \$2.00 for current students and \$5.00 for former students. If multiple copies are made, there will be a price increase of \$2.00 per complete copy.

Student Name _____
(Official Name as it appears on School Records)

Birthdate _____ Student ID _____ Graduate Yes or No

Last School Attended _____ Last Year Attended _____

Person Requesting Record _____

Relationship to Student _____

Address _____

City, State, Zip Code _____

Phone Number _____ Fax Number _____

Reason for Request _____

Official Transcripts: _____ # Unofficial Transcripts: _____

Is record to be mailed or faxed, please check the appropriate box: _____ Mail _____ Fax
Record will be sent to address or fax number listed above.

Picked up by _____ Date _____
(Signature of person receiving copies of the student file)

I give permission for _____ Name (Must have Valid Photo ID) _____ Relation to Student _____
to pick up my records as requested above (Must have a copy of the Student's Photo ID).

Signature _____

Date _____

Request Taken By _____

Date _____

Time _____

For Office Use Only

Completed By: _____

Date: _____

Paid: _____