



## 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 \_\_\_\_\_

Reason for Request: \_\_\_\_\_ college/scholarship application \_\_\_\_\_ military enlistment \_\_\_\_\_ personal use

# Official Transcripts: \_\_\_\_\_

Is the record to be mailed or TREx'd? Please check one: \_\_\_\_\_ Mail to address above \_\_\_\_\_ TREx  
If TREx, where would you like the record sent? \_\_\_\_\_

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: \_\_\_\_\_