



# MANOR ISD REQUEST FOR OFFICIAL STUDENT TRANSCRIPT

**A COPY OF YOUR PHOTO ID MUST BE ATTACHED TO THIS REQUEST.**

PLEASE PRINT.

ALL SECTIONS MUST BE COMPLETED IN ORDER FOR THIS REQUEST TO BE PROCESSED.

PLEASE ALLOW UP TO 5 BUSINESS DAYS FOR THE COMPLETION OF THIS REQUEST.

INCOMPLETE REQUESTS WILL NOT BE PROCESSED.

**THERE IS NO FEE FOR TRANSCRIPT REQUESTS**

FULL NAME USED WHILE ATTENDING MANOR ISD: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ LAST MISD CAMPUS ATTENDED: \_\_\_\_\_

CONTACT PHONE NUMBER: (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_ CURRENT STUDENT                      \_\_\_\_\_ FORMER STUDENT

### TRANSCRIPT DELIVERY INFORMATION:

\_\_\_\_ I AM A CURRENT STUDENT AND I WOULD LIKE TO PICK UP THE TRANSCRIPT.

\_\_\_\_ SEND ONE TRANSCRIPT TO EACH OF THE FOLLOWING: Transcripts for former students must be mailed or sent electronically. If you are requesting more than 2 transcripts to be sent, please write additional requests on the back of this sheet. Transcripts will be sent electronically if the receiving entity accepts TREx.

\*FULL NAME OF COLLEGE/UNIVERSITY/COMPANY/PERSON: \_\_\_\_\_

FULL MAILING/EMAIL ADDRESS: \_\_\_\_\_

\*FULL NAME OF COLLEGE/UNIVERSITY/COMPANY/PERSON: \_\_\_\_\_

FULL MAILING/EMAIL ADDRESS: \_\_\_\_\_

The Family Educational Rights and Privacy Act (FERPA) is a federal law that gives parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When the student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student. For more information, visit the Family Policy Compliance Office at <http://www2.ed.gov/policy/gen/guid/fpco/index.html>.

SIGNATURE OF REQUESTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

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SIGNATURE OF STUDENT AT TIME OF PICK UP: \_\_\_\_\_ DATE: \_\_\_\_\_

### OFFICE USE ONLY:

DATE RECEIVED: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

DATE COMPLETED: \_\_\_\_\_ COMPLETED BY: \_\_\_\_\_

DATE TRANSCRIPT INFORMATION POSTED IN SKYWARD: \_\_\_\_\_

DELIVERY METHOD: PICK UP MAILED TREx EMAIL