



Brownsville Independent School District Records Management & Recycling Request for Student Records



Upon request of a properly qualified individual, access to a student's education record shall be granted within a reasonable period of time, not to exceed 45 days. The District shall respond to reasonable requests for explanations and interpretations of the records. 34 C.F.R. 99.10 FL(LEGAL)

Instructions: Please complete form and email a copy of a driver's license or photo I.D to records@bisd.us. If you have any questions, please contact (956) 544-3972.

Today's Date: _____

Phone: () _____

Full LEGAL Name of Requestor: ▼ (Print) *(If married- full name)*



Former Student Information

Date of Birth: _____

Social Security Number: _____

Name while attending school: _____

Last B.I.S.D. school attended: _____

Last school year attended: _____

Graduated? Yes No

What is the record needed for?

- College Employment Identification Social Security
 Immigration Passport Other (specify)

Type of copy needed:

- Official *(in a sealed envelope)* Non-official

FORWARD RECORD

♦ *Official transcripts can only be emailed to the requested location* ♦

Entity Name: _____

Attn: _____

Email: *(university, employer, etc.):* _____

Email address: *(Requestor email):* _____

NOTE: **Must include a copy of driver's license or valid photo I.D.**

▲ *Authorized Signature*

▲ *Date*

FOR OFFICE USE ONLY

Location:

Faxed Mailed Pick up Emailed Phone Verify

Processed by: _____

Date: _____

No record found/memo Never picked up **Date:** _____

Notified: _____

Notes: _____