



Student Transcript/Records Request

****Request must include a copy of your valid DRIVER'S LICENSE or STATE ID CARD.**

This form is used to request student transcripts/records for students that have graduated, transferred out of or withdrawn from the McAllen Independent School District five (5) or more years ago. All other requests should be sent directly to the current/last school the student attends/attended.

Student records are **CONFIDENTIAL** and can only be released by written consent from the student once he/she attains age 18. (Parents also need written permission if their child is over the age of 18)

Please complete form, sign, include a photo ID and return to the Student Records Department via:

Fax: (956) 971-4459

E-mail: transcripts@mcallenisd.net

Mail: McAllen ISD Student Records
3317 West Expressway 83
McAllen, TX 78503

There Is A Fee Based On The Number Of Pages Included. **Cash or Money Orders Only – No Checks**

Full Name (used while attending school)

LAST

FIRST

MIDDLE

Social Security Number

-

-

D.O.B.

MM/DD/YYYY

Last school attended in the **McAllen I.S.D.**

Yr:

Graduated:

Yes No

Current Address:

City, State/Zip:

Contact Phone:

() -

or () -

Father's Name:

Mother's Name:

PURPOSE OF REQUEST:

College Admissions Employment Military Passport/Immigration Other _____

REQUESTING (check all that apply):

High School Transcript Middle School Records Elementary Records Immunization Records

Special Request/Instructions –

Mail to:

Fax to:

University, Employer, etc

() -
(Area Code) Phone Number

Attention

Address

City

State

Zip Code

I hereby authorize the release of my school records to:

Name of Person Authorized to pick up your records **(PHOTO ID REQUIRED)**

Signature of Former Student

Date

For Office Use Only

For Office Use Only

For Office Use Only

For Office Use Only

For Office Use Only

Location: Database Micro Film/Roll # _____ Other | Pages: _____ Amount: \$ _____ Receipt No: _____

Date: _____ Picked up Mailed Faxed

X _____

(Signature of Student or Responsible Party)