

# Hale Center Independent School District

By Mail  
P.O. Box 1210  
Hale Center, TX 79041

In Person  
103 W. Cleveland St.  
Hale Center, TX 79041

Hale Center ISD requires a full, written signature for the release of transcripts for current or former students due to the Family Rights and Privacy Act (FERPA) of 1974.

Because of the signature requirement, requests for transcripts by phone will not be accepted.

A transcript request form must be completed for each destination for a transcript. For example, if you need to send a transcript to two different locations, two transcript request forms must be filled out and signed.

A valid form of identification is needed for verification.

## Transcript/Records Request Form

Date of Request \_\_\_\_\_

Full Student Name (Maiden if female) \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_ Date Of Birth \_\_\_\_\_

**Student Signature** \_\_\_\_\_

Allow 1-2 days for transcripts to be ready

I will pick up my transcripts/records

Or

Please mail my transcripts/records to the following name & address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For Office Use Only

Date Request Received \_\_\_\_\_ Date mailed \_\_\_\_\_

Date picked up \_\_\_\_\_ Initials \_\_\_\_\_