



# Southwest Independent School District

11914 Dragon Lane,  
San Antonio, TX 78252

## TRANSCRIPT ORDER FORM (Previous Students and Graduates)

In accordance with the Texas Open Records Act and the Family Educational Rights and Privacy Act of 1974, as amended, student academic records are classified as confidential, and may be released only with the written authorization of the student and/or the legal guardian.

To order your transcript: Fill out, sign, and date the printed form. **Mail or Fax** the completed form *with* a **COPY** of your driver's license or other valid signed picture identification.

**Southwest Independent School District**  
**Attention: Transcript Request**  
**11914 Dragon Lane, Building 500**  
**San Antonio, TX 78252**  
**Fax: (210) 622-4336**

Requests will be processed within 3 to 5 workdays after receipt of request.

### NAME UNDER WHICH YOU WERE ENROLLED

First \_\_\_\_\_

Middle \_\_\_\_\_

Last \_\_\_\_\_

CURRENT NAME (if different)

\_\_\_\_\_

### IMPORTANT DATES

Date of Birth \_\_\_\_\_

Year of Graduation \_\_\_\_\_

If Not a Graduate, Years of Attendance \_\_\_\_\_

Last four digits of Social Security Number \*\*\*-\*\*-\_\_\_\_\_

PURPOSE OF TRANSCRIPT \_\_\_ Employment \_\_\_ Military \_\_\_ Scholarship \_\_\_ College/University \_\_\_ Other \_\_\_\_\_

### YOUR CURRENT INFORMATION

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

### CHECK

\_\_\_ Please hold them until I bring my picture ID to pick them up at Building 500.

\_\_\_ Please send \_\_\_ (#) copies of my transcript to the address listed above.

\_\_\_ Please send \_\_\_ (#) copies of my transcript to the following third party:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I **certify** that I am the person whose name appears on the name lines of this form and do hereby authorize release of my academic records to the addresses listed above.

Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

[Office Use Only Date Received \_\_\_\_\_ Date Processed \_\_\_\_\_ Date Mailed/Picked up \_\_\_\_\_ Initial \_\_\_\_\_]