



Big Spring Independent School District

Student Records Request Form

Please complete the form below to request ANY student records for your student.

All requests must be completed and submitted with a current valid driver's license or state issued picture ID. Submit the request and clear copy of the ID to: records@bsisd.esc18.net.

You **MUST** be the student's LEGAL parent, as documented on the students Birth Certificate or official court orders signed by a judge, in order to request the student's records.

Requests are generally sent within 24 - 48 hours of receipt of request excluding weekends and holidays. **All fields are required.** Please note ... Special Education, 504, G/T and other special program records need to be requested directly from those offices.

Student Full Name (As On Birth Certificate):	
Student Date of Birth (MM/DD/YYYY):	Current Grade Level:
Student SSN:	Current Campus:
Address:	Student Number:

PLEASE CHOOSE YOUR RETURN DELIVERY OPTION:

- Will pick up in person *(requires a picture ID)*
- U.S. POSTAL MAIL TO LEGAL PARENT: *(please print very clearly)*

Legal Parent Name:	
Mailing Address:	
City:	
State:	
Zip:	
Phone:	

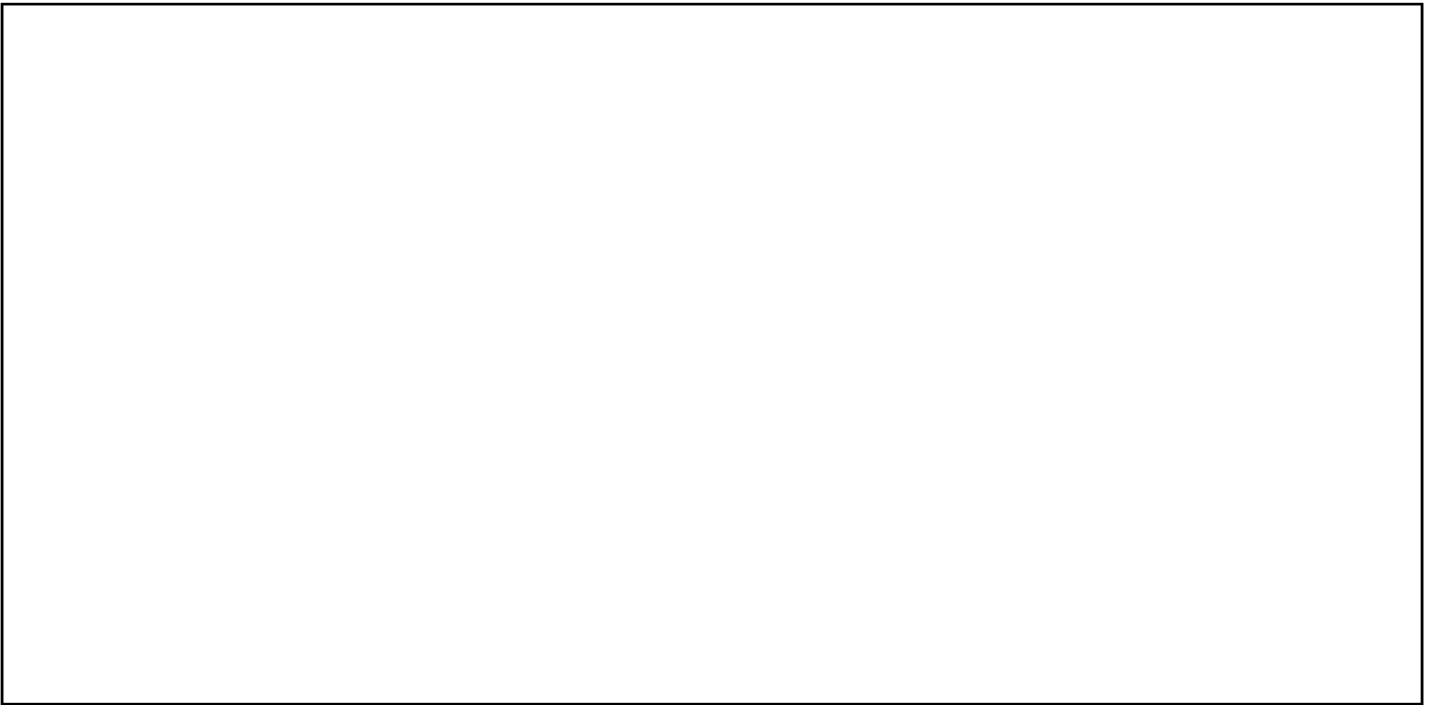
TYPE OF RECORDS BEING REQUESTED:

- Report Card Attendance Record Discipline Record
- Birth Certificate Immunization Record Social Security Number
- Other: _____

Signature of Requestor: _____ Date: _____

Requestor Date of Birth: _____

*** If this request is being submitted by Email, please scan your VALID STATE ISSUED ID with clear and identifiable photo below:*



Legal Signature

Date

FOR OFFICE USE ONLY:

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