

University of Houston Charter School (CDN 101-807)
Student Records Request

By this communication, I am requesting a copy of the student records for the following named student.

Fill in **ALL** boxes

Name of Requestor (Full Name)	Date of Request (MM/DD/YYYY)
Student's Full Name (At Time of Enrollment)	
Check Relationship of Requestor to Student Named Above (Per FERPA requirements, records will NOT be released unless the form is signed by the parent/guardian of the student OR the adult student AND a copy of the requestor's photo ID is included. <input type="checkbox"/> Adult student named above (for students 18 years or older) OR <input type="checkbox"/> Legal Guardian of minor students named above (for students under 18)	
Student's Social Security Number	Date of Birth (MM/DD/YYYY)
Requestor's Telephone Number	Requestor's Email Address*
*For contact purposes only. Records will not be sent via email.	
Mailing Address of Location where Records Should be Sent Note: Sending records via U.S. mail may delay your receipt of the records. To receive records as quickly as possible, please submit this request form in writing and indicate you will pick up the records at the Education Service Center office by checking the box below. <input type="checkbox"/> I will pick up the records at the Education Service Center. I understand that I will receive a telephone call or email when the records are available.	
Documents Requested (Check All That Apply) <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Immunization Records <input type="checkbox"/> Most recent report card/transcripts	

Signature of Legal Guardian of Minor Student

Printed Name

Requests should be completed, signed, and submitted via U.S. mail, email, fax, or in person to the Education Service Center listed below and must include a copy of the requestor's photo ID:

Education Service Center Region 4 Attention: Kristi Hernandez 7145 West Tidwell Houston, TX 77092-2096 (713) 462-7708 FAX: (713) 744-6514 khernandez@esc4.net
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