



**COUNSELING & COLLEGE/CAREER READINESS  
RECORDS REQUEST FORM**

**\*Please allow up to 7 business days to process\***

FULL NAME USED IN SCHOOL: \_\_\_\_\_

ANOTHER LASTNAME USED: \_\_\_\_\_ PHONE NO. (\_\_\_\_\_) \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SS #: \_\_\_\_\_

GRADUATION OR LAST YEAR ATTENDED AT LISD: \_\_\_\_\_

LAST LUBBOCK ISD SCHOOL ATTENDED: \_\_\_\_\_

LAST GRADE COMPLETED AT LISD: \_\_\_\_\_

**▶ PLEASE INDICATE WHICH DOCUMENT YOU ARE TRYING TO OBTAIN:**

TRANSCRIPT --- HOW MANY COPIES DO YOU NEED? \_\_\_\_\_

All ACADEMIC RECORDS Transcript will not be official (one Copy)

■ **Transcripts are considered official only when sent by mail or picked up in person if graduated due to the impressed seal on the document.**

■ **Faxed copies are not considered official.**

■ **After the third copy, there is a \$1.00 charge for each additional copy.**

◆ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**(WE DON'T ACCEPT ELECTRONIC SIGNATURES. SUBMIT ELECTRONICALLY OR EMAIL RECORDS)**

**▶ Indicate if you would like your records to be faxed, mailed or both:**

FAX TO: \_\_\_\_\_ FAX # \_\_\_\_\_

MAIL TO: \_\_\_\_\_, STREET: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**▶ PLEASE RELEASE MY RECORDS TO: \_\_\_\_\_**

[Please print the name of the person picking up the records along with his/her phone number] **This person will need to show a valid driver's license in order to pick up your records.**

**YOU CAN FAX THIS FORM TO: (806) 766-1118 ATTENTION: RECORDS DEPARTMENT**

**A SIGNATURE IS REQUIRED FROM THE PERSON WHOSE RECORDS ARE BEING REQUESTED, IF THAT PERSON IS 18 YEARS OR OLDER BY LAW**

**Lubbock ISD – Counseling & College/Career Readiness**  
**Attention:** Maria Sanchez / Academic Inactive Records  
1628 19th Street Lubbock, Texas 79401  
**Tel:** 806-219-0350 **Fax:** 806-766.1118  
**E-mail:** [maria.sanchez@lubbockisd.org](mailto:maria.sanchez@lubbockisd.org)