



## LANIER HS Request for Transcript

For graduates and inactive students

Fax this from to 512-414-6424  
or email to  
[laniertranscript@austinisd.org](mailto:laniertranscript@austinisd.org)

Name(s) used while attending Lanier:

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ AISD Student # \_\_\_\_\_ Last 4 Digits of Social Security # \_\_\_\_\_

Graduation Yr \_\_\_\_\_ or Year Left \_\_\_\_\_ Daytime Phone # \_\_\_\_\_

I will pick up a copy of my transcript in 3 days \_\_\_\_\_ I also need a duplicate diploma form \_\_\_\_\_

I grant permission for the release of my transcript to me mailed to the following.

Name of Institution or individual	Address	City, State, Zip

**Note: There is a 3 working day turnaround time for transcripts to be ready for pickup or mailing. There is a \$3.00 fee for each transcript requested due at time of pick up or when ordered if mailing is requested.**

Signature: \_\_\_\_\_ Today's Date \_\_\_\_\_  
(Parent/Guardian signature required for students under age 18.)

### Permission To Release Student Academic Records For College Admissions, Scholarship Application, Or Employment.

#### **If the Student is over 18 they must request their own records.**

During a student's high school career there are occasions in which a student will need to have a copy of his/her academic record provided to a college, individual or organization as part of a scholarship application or as part of the employment process. As provided by district policy (FL Legal and Local) the release of student academic records will occur only with parental permission for students under the age of 18.

This request will include the following:

- The student's academic achievement record (AAR, which is commonly referred to as a transcript).
- The AAR gives a list of the student's courses, grades and credits earned, class rank, grade point average (GPA), and demographic information.
- Test scores of tests taken by the student in preparation for high school graduation or admission to college (TAAS, TAKS, EOC)