



Rosebud-Lott High School

SOCIAL SECURITY NUMBER

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ALLOW AT LEAST 3 DAYS TO PROCESS THE REQUEST

Transcripts are not issued until all accounts with the school are paid

Name: _____
 Other Names Used: _____
 Your Address: _____
 City: _____ State: _____ Zip: _____
 Date of Graduation: _____ Today's Date: _____

Signature _____

Transcripts are sent only at the request of the student

I would like my transcript:
 _____ Send Now _____ Pick Up _____ Number of Copies

PLEASE PRINT within the space below the name and address of the person you wish to receive the transcript.

- All requests must be in writing by the student with the student's personal signature. Request by persons other than the student cannot be processed without the student's written permission (the student's personal signature). This requirement is necessary for R-LISD to be in compliance with the federal law (The Family Educational Rights & Privacy Act 1974).
- The social security number of the student is required to properly identify the student's file.
- If you attended under any other name, please provide the former name. This will assist in locating your documents in a timely manner.
- All financial and other obligations to R-LISD must be cleared before transcripts are released.
- This form may be mailed to Rosebud-Lott High School, Registrar's Office, P.O. Box 638, Rosebud, Texas 76570 or fax to (254) 583-1130 or (254) 583-2903

Used by RLISD Staff

Date Entered	Date Sent	Signature of person sending request