



Robstown Independent School District

701 N. 1st Street
Robstown, Texas 78380
Phone (361) 767-6600 ex 2073

STUDENT RECORDS REQUEST

STUDENT INFORMATION:

_____	_____	_____	_____
<i>Last Name (Used in School)</i>	<i>First Name</i>	<i>M.I.</i>	<i>Maiden Name</i>
_____	_____	_____	_____
<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
_____	_____	_____	_____
<i>D.O.B.</i>	<i>Last 4 Digits of SSN</i>	<i>Last Year Attended (ex: 19xx or 20xx)</i>	

<i>Name(s) of Parent(s) or Guardian(s)</i>			

<i>List all Campuses Attended</i>			

REQUESTOR INFORMATION:

List the records of which you request copies (e.g., enrollment records, attendance records, achievement records, etc.) _____

_____	_____	
<i>Signature</i>	<i>Date</i>	
_____	_____	
<i>Printed Name</i>	<i>Telephone Number</i>	
_____	_____	
<i>Address</i>	<i>City/State/Zip</i>	<i>Email</i>

PLEASE INDICATE WHICH OF THE FOLLOWING APPLY TO YOUR REQUEST:

- I am a parent or legal guardian of a child currently enrolled in the District.
- I am a parent or legal guardian of a child no longer enrolled in the District.
- There is a court order relating to who has access to the child's educational records (A copy of the court order must accompany this request).
- I am a former student requesting access to my school records and am 18 years of age or older.

****NOTE: A COPY OF PHOTO ID OR BIRTH CERTIFICATE MUST ACCOMPANY THIS REQUEST.**

This completed <i>Student Records Request</i> may be submitted by mail to Robstown ISD, Mrs. Michelle De La Pena, 701 N. 1 st Street, Robstown, Texas 78380 or email to michelle.delapena@robstownisd.org .



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Student records are confidential under federal law (FERPA) and RISD Board policy. Parents or legal guardians are presumed to have access to student records. Personally identifiable information from student records shall not be released without the written consent of the parents except in limited circumstances defined in federal law and Board policy. When the student turns 18 years of age, the rights of access to the records transfer to the student. Upon request of a properly qualified individual, access to a student’s records shall be granted within a reasonable time, not to exceed 45 days. If material in the education record of a student includes information on another student, only the portion of the material relating to the student whose records were requested may be inspected and reviewed. For active students, records may be made available for viewing during regular school hours at the campus. For voluminous copies, there may be a per copy cost.

WHERE TO MAKE A STUDENT RECORD REQUEST

For a student currently enrolled: Without more specificity, requests for “any and all” records will be understood as a request for the cumulative record for the student as defined in Board Policy.	Campus Registrar or Attendance Clerk
For student records in District less than 5 years ago:	Campus Registrar or Attendance Clerk
For student records after 5 years from withdrawal/graduation:	Michelle De La Pena 701 N. 1 st Street Robstown, TX 78380
For Special Education records:	Campus Attendance Clerk & Office of Special Education 701 N. 1 st Street Robstown, TX 78380
For Special Education records after 5 years from withdrawal/graduation:	Office of Special Education 701 N. 1 st Street Robstown, TX 78380
For an Academic Achievement Record (official transcript):	Registrar at high school campus attended
For program qualification information (such as Gifted/Talented):	Office of Support Services 701 N. 1 st Street Robstown, TX 78380