



LANIER MIDDLE SCHOOL

REQUEST FOR STUDENT RECORDS

Student's Legal Name: _____

Date of Birth: _____ Current Grade: _____ HISD ID#: _____

Records Requested by: _____ Phone Number: _____

Relationship to Student: _____ Parent / Legal Guardian _____ Other (please specify) _____

Signature

Date

Records Being Requested:

_____ 6th Grade Report Card

_____ 7th Grade Report Card

_____ Current Report Card (Fall Semester of Current School Year)

_____ Standardized Test Scores

_____ Attendance

_____ Immunization

Please allow up to 2 school days for processing. Records will be sent home with your student in a sealed envelope. Please email Ms. Traylor Teri.Traylor@houstonisd.org for additional information.

Received By (Student Signature)

Date

Records Issued By

Date

Time Stamped