Student, Parent or Guardian:
Please complete and submit this form for student records request. Records will be available for pick-up 5 school days after receipt of this request.

Student’s Information:

Last Name ___________________________ First Name ___________________________ Middle Initial ___________________________

Date of Birth ___________________________ ID Number ___________________________ Current Grade ___________________________

Records Requested By:

Name ___________________________ Contact Number ___________________________ Today’s Date ___________________________

Please check the box to specify your relationship to the student:  □ Self  □ Parent / Legal Guardian  □ Other (Please Specify) ___________________________

Please check the box of the student record you would like to request:

□ Current Report Card  □ Standardized Test Scores
□ Final 6th Grade Report Card  □ 504 Information
□ Final 7th Grade Report Card  □ Other: ___________________________
□ Final 8th Grade Report Card

To process, you must submit this form to the Attendance & Records Office by mail, fax, or email.

Pin Oak Middle School
4601 Glenmont Street
Bellaire, Texas 77401
Fax: (713) 295-6511
Email: michelle.fusillerjohnson@houstonisd.org

Record request processed by: ___________________________ Date: ______________ Time: ______________

POM STUDENT RECORDS REQUEST | Revised May 2021