



PIN OAK MIDDLE SCHOOL
Attendance & Records Office

REQUEST FOR STUDENT RECORDS

Student/Parent or Guardian:

Complete and submit this form for your request of student records. Please allow 14 school days to process your request.
Note: student records will be made available for pick-up only.

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:

- | | |
|--|---|
| <input type="checkbox"/> Current Report Card | <input type="checkbox"/> Standardized Test Scores |
| <input type="checkbox"/> Final 6 th Grade Report Card | <input type="checkbox"/> 504 Information |
| <input type="checkbox"/> Final 7 th Grade Report Card | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Final 8 th Grade Report Card | |

To initiate the process of your request, 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.fusilierjohnson@houstonisd.org

Record request processed by: _____ Date: _____ Time: _____