

Transcript Requests

Direct requests for official high school transcripts to:

The release of student educational records of a student 18 years of age or older cannot be released to the parent/guardian.

San Antonio School for Inquiry & Creativity

Hours of operation are Monday - Friday, 8:00 a.m. - 4:00 p.m.

All requests will be processed in 3 business days.

A \$5.00 fee is charged and can be paid by cash or money order only to **SASIC**; no credit card or personal checks accepted.

Upon presenting proper ID, the following information is required:

- ✓ Maiden name
- ✓ Date of birth
- ✓ Social Security number
- ✓ School of graduation/last attendance
- ✓ Year of graduation/last attendance
- ✓ Reason for inquiry
- ✓ Requestor's address and telephone number.
- ✓

Select School:

- SASIC High School (9-12)
Phone at (210) 738-0020
Email at eva.martinez@sasictx.org
- Monticello High School (9-12)
Phone at (210) 858-1487
Email at patricia.moore@sasictx.org

Please allow 24-48 hours for processing. SASIC will then contact by phone to schedule a pick up time if fee has already been applied, unless otherwise requested.

Student transcripts can be requested by mail or in person at the location selected.

Transcript Requests

STUDENT TRANSCRIPT REQUEST

Picture identification is required when picking up the transcript. *If the student is 18 years or older, school records will not be released without the student's written consent as mandated by the Family Educational Rights and Privacy Act (FERPA).* Students who have been out of school for 2 years or less (not including Graduates) can obtain a copy of their records from the school they last attended.

Complete the following and enclose \$5.00 (cash or money order only, to: SASIC for each copy.

Number of Copies: _____

Student Name

(while attending school): _____

Office only

ID # _____

Date of Birth: _____ Social Security no. _____

Date of Graduation: _____ School of Graduation: _____

If not a Graduate,

Last Date of Attendance (School Year): _____

Purpose for Transcript:

Return Address:

Telephone Number:

Signature:

Completed by PEIMS Coordinator

Date & Time Received: _____ Date Completed: _____

Received By: _____ Completed By: _____

Same Day Approval:

Approved by: _____ Date Approved: _____

PEIMS Coordinator: _____

SASIC does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs.