



**ST. PHILIP'S**  
SCHOOL & COMMUNITY CENTER

# Student Record Request

*Email completed form to [admissions@stphilips.com](mailto:admissions@stphilips.com) or fax to (214) 421-0456. School records cannot be forwarded until compliance with all policies, provisions, and financial responsibilities. Student records will not be forwarded until financial accounts and obligations are reconciled.*

**Date of Request:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Student Legal Name:** \_\_\_\_\_

**Student Date of Birth:** \_\_\_\_\_

**Student Current Grade Level:** \_\_\_\_\_

**I, \_\_\_\_\_, consent for the above child's school records to be released to (School/Institution):** \_\_\_\_\_

**School Email Address:** \_\_\_\_\_

**School Phone Number:** \_\_\_\_\_

**School Fax Number:** \_\_\_\_\_

***The following records are hereby requested:***

- Transcripts or report cards
- Standardized Test Scores
- Attendance Records
- IEP (Individual Education Plan) if applicable
- 504 Plan (if applicable)
- Discipline Records
- Immunization Records
- Copy of Birth Certificate
- Other

**Date:** \_\_\_\_\_

**Please note: Records requests are processed within 5-7 business days of completed request submission.**