

CANTON ISD REQUEST FOR RECORDS REQUIREMENTS

- The Student must be 18 years or older to obtain a copy of his/her records. If the student is younger than 18, only the parents/legal guardian(s) is authorized to receive them.
- Students, parents, or guardians (if eligible) who would like to obtain a copy of student records in person are required to complete a Canton ISD Request for Records form and provide a picture ID (drivers license is preferred). A copy of the identification will be kept on file for future requests. Only unofficial copies of transcripts may be released to students, parents, or guardians.
- Students, parents, or guardians requesting records by phone, fax, mail, or email must complete a Canton ISD Request for Records form, the signature will need to be notarized, and a clear copy of a picture ID (drivers license is preferred) must be provided. Once all the information is received and the information is legible, Canton ISD will send the requested records.
- Colleges, institutions, or employers requesting records must have the students complete a Canton ISD Request for Records form, it is important that the following are provided (1) an address to send the records, (2) the student's notarized signature, (3) and a clear copy of a picture ID (drivers license is preferred). Canton ISD will only provide official transcripts to colleges, institutions, or employers in accordance with TEC §31.401(d).

RIGHTS OF ACCESS TO THE ACADEMIC ACHIEVEMENT RECORD (AAR)

- a) *Universities or other entities that request official copies of the AAR directly from school districts are responsible for obtaining authority from students for release of such records. Students may also request direct transmittal of official copies to colleges or to prospective employers. An official AAR provided by the school district may be differentiated from the copy given to the student/guardian. The words "Official Copy" imply that the AAR is transmitted directly from the school to the authorized requesting institution without the possibility of alteration. A transcript copy should be marked or stamped "Official Copy" only at the time of its authorized release to another institution or student-approved recipient, excluding parents/guardians. This stamp or manual entry is never put on the original file document and is not placed on the copy provided to the student/guardian. The principal, registrar, or his/her designee may also print or type his or her name and title and sign and date the AAR. An appropriately secure electronic signature or an embossed school seal may also be used on official copies of the AAR along with the "Official Copy" entry. The AAR may be withheld from a*

university or entity other than the student/guardian or another public school district/charter if a student owes the district money related to instructional materials provided partially or in whole through state funds (TEC §31.104(d)).

- b) Districts must ensure that official copies of transcripts are made available to schools to which students transfer. **The AAR may not be withheld from another school district/charter for any reason.** The transcript must be forwarded to the receiving district within 10 days of the sending district's receipt of a request for the student record. The transcript is important for a student's appropriate placement and continued education. The right of access to the transcript is protected by law (TEC §25.002).
- c) As of May 16, 2008, requested AARs must be transferred through the TREx system (TEC §7.010). The TREx system permits the electronic transfer of student records between Texas public school districts as well as the electronic transfer of high school transcripts from Texas public schools to Texas public colleges and universities that use the UT SPEEDE server services. An AAR requested by entities not required to participate in the TREx system may be mailed, faxed, or delivered via other appropriate means. (See <http://www.tea.state.tx.us/trex/> for more information.)
- d) A transcript, diploma, or other record prepared for a foreign exchange student may require special certification. Normally, the International Exchange Regional Coordinator can identify the documentation required by a specific country. In some cases, an Apostille of The Hague is required. In Texas, an Apostille is a letter from the Office of the Secretary of State certifying that the Notary Public who validated the authenticity of the signature on the transcript has a current license. The Secretary of State charges a fee for each Apostille. For further information about the detailed procedures, contact the Notary Public Unit at notary@sos.state.tx.us or (512) 463-5705.