

RECORDS REQUEST
MCCULLOCH INTERMEDIATE & HIGHLAND PARK MIDDLE SCHOOL

Requests: *Please complete this form & attach fee. Allow 24 hours for processing to mail or pick up.*

(HPMS Private school application deadlines will be processed in January after the holiday break and Fall report cards are available to print)

Records sent to Schools may include the Birth certificate, Social Security card, report cards, previous TAKS/STAAR scores, or other school records and a letter from our Principal stating that personal teacher evaluations are not provided. (Private schools are aware of this practice.) You may also attach the form from the Private School to this request.
We will not be able to fulfill a record request through an online system.

When your student is accepted to another school, please complete an "Intent to Withdraw" form so that these *final records* and immunizations can be mailed to their new school and we can withdraw them from HPISD.

Please contact Elaine Lewis, Registrar, at 214-780-3640 or lewise@hpsid.org with any questions.

Please attach \$3.00 per request. Records are mailed to the address indicated on this form.

Date of Request _____

Student's Name _____

Date of Birth _____

School Campus (please circle) MIS HPMS

Grade Fall 2016 _____

School Name & Address for Record Mailing: _____

Phone/Email/Fax _____

Contact Person: _____
(Private School)

Records Requested by Parent/Guardian: _____

Signature of Parent/Guardian _____ Date _____

Address: _____ Phone _____

Date processed _____