



WESTLAKE HIGH SCHOOL
 www.whschaps.com
 Registrar's Office
 4100 Westbank Dr., Austin, Texas 78746
 Phone: (512) 732-9280, ext 33030
 Fax: (512) 732-9296
 email: whsrecords@eanesisd.net

For Office Use Only

 Payment Received

 Date Processed/mailed

 Initial

Records Request

Today's Date _____ WHS Class of _____ Or Year of Withdrawal: _____

Student Name: _____
 Last First Middle

_____ Date of Birth School ID Telephone Number

_____ Student Signature _____ Parent Signature (if student is under 18)

Please check one:

- I need an *official* transcript - **\$5.00**
- Check here if this is for ACC or a Texas public school (STAAR results will be included)
- I need an *unofficial* transcript (current year students only)

Or

- General Records - I am requesting the following records:
- Report Card Attendance Discipline Immunization Record
 - EOC scores
 - Letter of Enrollment for the purpose of _____
 - Other _____

Check one of the following

I will pick up

I give the following person permission to pick up my records:

_____ Name of School _____
 Fax# _____ Phone# _____

_____ Mail to: _____

 City State Zip

Fees for Records: Fees for services must be presented before official transcripts will be released

Official Transcripts: \$5.00 (postage fee included)

Fee for printed general records: First 5 pages free, \$0.25 per copy thereafter

Please allow 72 hours for the processing of records