



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