**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

2016