

7-Apr

STUDENT RECORDS CENTER

SUBMITTING FORM FOR PERMANENT RECORD FOLDERS

(THIS FORM IS ONLY TO BE USED WHEN SUBMITTING RECORDS TO RECORDS MANAGEMENT)

School Submitting Records

Date

Signature

Record type and school year records are from

- TRAN -transcript
- INPG- interpretation page (HS)
- WIDL- withdrawal form
- IMM - immunizations
- DCI - gifted
- TEST - testing information
- ATT - attendance
- RCAD - report card (ES)

*** PLEASE LIST ALPHABETICALLY ***

Records
Mgmt.
Use Only

s	v
c	e
a	r
n	i
e	f
d	y

#	FULL NAME OF STUDENT			Date of Birth	T	I	W	A	I	R	D	T	s	v
	Last,	First,	MI		A	N	L	T	M	A	C	E		
	Last,	First,	MI	Date of Birth	N	G	L	T	M	D	I	D		
1														
2														
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15														

Date Scanned:

Date Verified: