

# Tivy High School Transcript Release Records Request Form

Please note: There is a two day processing period for ALL requests.

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\_\_\_\_\_/\_\_\_\_\_  
Student's Name (as it appears on school records) + DOB Today's Date

Telephone number where you can be reached: \_\_\_\_\_

Check One:

- Currently Enrolled at Tivy High School  
 Graduated from Tivy High School (Year graduated \_\_\_\_\_)  
 Withdrew from Tivy High School and/or did not graduate  
What year did you withdraw from Tivy? \_\_\_\_\_

Name of college, university, technical schools, scholarship, institution, firm, individual (including self) or school district campus name (if public school district.):

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(You may list multiple institutions on one form)

*Tivy High School has my permission to mail, fax, or electronically transfer a copy of my transcript with will include all standardized test scores, TAKS, EOC results, PSAT, SAT and ACT scores and/or any other pertinent records to the institutions names above.*

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Student's Signature

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Parent's Signature (if 17 or younger)

**Official transcripts MUST BE SENT from Tivy High School to the institution.  
All other copies will be unofficial.**

Tivy High School  
Attn: Records  
3250 Loop 534  
Kerrville, TX 78028

PHONE (830) 257-2212 ext 3520 FAX (830) 257-3828 EMAIL: avlisa.casals@kerrvilleisd.net