

RECORDS REQUEST FORM – FORMER STUDENTS

Complete all sections. Return by mail, fax, or in person.
Delays will occur during peak periods, such as registration,
Graduation, and at the end of semester.

MVISD: Registration
mvregistration@mvisd.org
830-931-2243 Ext: 3500
Fax: 210-568-4050

Date: _____ Student Last 4 of SS #: XXX XX ____ ____ ____ Date of Birth: _____

Student Full Name: _____
Last Name (at the time of Graduation) First Name Middle

Former Name(s): _____

Date of Graduation: ____ / ____ **OR**
MM YYYY

If you did not graduate from MVISD - Date last attended: _____

Processing Time
Normal processing time is 48-72 hours from the date of when the request is received, excluding delivery.
Same-day-service is not available. **Graduates prior to 1995, processing time is 7-10 days.**

**** Due to FERPA transcripts cannot be emailed. ****

Processing Instructions to Registrar:

Number of Copies Requesting _____

Send electronically to this college (in Texas ONLY): _____
(If you graduated from MVHS before 2015 your transcript cannot be sent electronically)

Fax to: (____) _____ Attn: _____

Will pick up: (must pick up within 24-48 hours after notified)

Send in mail; regular process (3-5- days) **Please include College address for out of Texas colleges.**

Mailing Address: _____

Student's Signature and Date: _____

If you would like an e-mail notification when your records were sent, **clearly** write your email address in the space provided below:

_____@_____.Com Phone Number: (____) _____

Records Received By: _____ Date: _____

FOR REGISTRAR USE ONLY:

Date Received		Archived Records Storage	Notified:
Date Sent		TREX / Mail / Fax	Notified:
Date Picked Up			Notified: