

STUDENT RECORDS REQUEST

*Please consult list of **Closed School Student Records Available in the Archives** before requesting records.
Only student named in record may request a record or parent/legal guardian of student that is under the age of 18.*

Request Date: _____

School & School Information		
Name of School Attended and City		
Legal Name while attending school		
Last Name	First Name	MI
Date of Birth	Year of ____ Graduation <input type="checkbox"/> Withdrawal <input type="checkbox"/> Transfer:	
Type of transcript requesting with number of each: _____ Official _____ Unofficial <i>(Non-refundable fee of \$10.00 per transcript)</i>		
Requestor's Information		
Last Name	First Name	MI
Address		
City	State	Zip Code
Telephone Number	E-mail	
Will you be picking up request in-person from the Archdiocese of San Antonio? <input type="checkbox"/> YES <input type="checkbox"/> NO If no, is the institution/agency listed below of where to send the record? <input type="checkbox"/> YES <input type="checkbox"/> NO If no, please list closed local Catholic parish you will pick-up records below. Name of Parish: _____ Address: _____ City: _____ State: _____ Zip Code: _____		
Institution or Agency Requesting Student Record		
In order to protect the privacy of the student's record, the Archives and Records Management Office only releases student information to a third party when it has received written permission from either an eligible student or legal guardian, if the student is a minor.		
Name of Educational Institution, Employer, or Authorized Investigative Agency		
Name of Contact Person or Department		
Address		
City	State	Zip Code
Contact E-mail Address		Contact Telephone Number

I agree to indemnify and hold harmless the Archbishop of San Antonio and all the personnel of this Archdiocese, as well as the aforesaid school and those connected with it, from any liability for releasing this information according to my request.

Student/Guardian Signature

Date

GENERAL POLICIES

1. The Archives and Records Management Office issues information only from the institutions whose records it maintains, closed archdiocesan parishes, schools, and orphanages. All open institutions maintaining their own records must be contacted directly.
2. Requests must be submitted in writing using the appropriate form, accompanied by a government issued photo ID and fee as outlined below. No information is given out by phone.
3. Requesters will not have access to original records, only official or unofficial copies.
4. The Archives and Records Management Office does not maintain a central registry or index of all student records in the archdiocese. Records must be searched by parish or school. The office will search up to two sites if exact location is unknown.
5. All official copies are provided in a signed and sealed envelope with official Archdiocesan Seal. Unofficial records do not have the Archdiocesan seal and will be stamped "Unofficial Copy."
6. Official records will be mailed to the institution indicated in the form above.
7. Records may be picked up at the Archdiocese of San Antonio. If unable to pick up records in person, records may be picked up at a local Catholic Parish near the requestor by presenting a photo ID. Please indicate the Catholic Church and address when making the request.
8. Requests will be completed within 7 to 10 business days.

AUTHORIZED RECIPIENTS OF RECORDS

1. All student files are restricted and only available to:
 - a. The person named in the record (if over age 18 or an emancipated minor);
 - b. A parent or legal guardian of the person named in the record (if the person is under age 18 or incapacitated);
 - c. Other parties as designated in notarized letter by person (a or b) above;
 - d. Other parties as designated by court order, subpoena, summons, or statute.

FEES

A non-refundable research fee (cash, money order, or cashier's check) must accompany all requests. Credit cards and personal checks are not accepted. Payment should be made out to Archdiocese of San Antonio.

1. \$10 per transcript copy.
2. Please include a copy of your government issued photo ID, request fee, and the completed request form to:

Archdiocese of San Antonio
Archives and Records Management Office
2718 W. Woodlawn
San Antonio, Texas 78228-0410



Closed School Student Records Available in the Archives

Student records will only be released to the student named in the record or the parent or legal guardian of the student if under 18. This policy is designed to protect the privacy of the student as recommended by the Federal Family Educational Rights and Privacy Act (FERPA). Requests for student records from a closed school should be submitted following the procedures in the *Student Transcript Request* form. Not all school records are located at the parish. If not available from the archives, request should be made directly to the parish holding the records.

School Name	Date Range	Format (paper, microfilm, both)
Christ the King School	1954-1992	Paper
Good Shepherd Academy	1998-2007	Paper
Henry de Osso School	1965-1985	Both
La Salle High School	1958-1968	Both
Our Lady of Grace, Lacoste	1938-1966	Paper
Our Lady of Guadalupe, later Westside Catholic School	1942-1989	Both
Our Lady of Peace School	1983-2003	Paper
Our Lady of Perpetual Help School	1950-1970	Microfilm
Our Lady of Sorrows School	1947-1970	Both
Our Lady of Victory High School and Primary	1940-1988	Microfilm
Rolling Hills Academy	1999-2018	Paper
Sacred Heart School	1942-1968	Microfilm
San Fernando Cathedral School *Not Complete	1930-1968	Both
San Francisco School, Mission Espada	1915-1966	Both
San Juan School		Microfilm
St. Agnes School	1928-1975	Microfilm
St. Cecelia School	1940-2012	Paper
St. Francis Academy	1960-2002	Paper
St. Gerard Majella Elementary	1960-1991	Paper
St. Leo the Great School	1914-2018	Paper
St. Margaret Mary Elementary	1956-2017	Paper
St. Mary Elementary	1910-2000	Paper
St. Mary High School	1912-1951	Paper
St. Michael the Archangel	1985-1986	Paper
St. Patrick School	1895-1985	Both
St. Philip of Jesus School	1941-2011	Paper
St. Teresa Academy	1929-1986	Both
Ursuline Academy Grade School	1940-1965	Both
Ursuline Academy High School	1930-1992	Paper
Westside Catholic School See Our Lady of Guadalupe		Paper

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