



Transcript Request

Lowery Freshman Center
368 N. Greenville Ave.
Allen, TX 75002

email: renee.atkison@allenisd.org
Phone: (972) 396-6975
Fax: (972) 727-396-6981

Student ID _____

Today's Date _____

\$2.00 each

Last Name _____ First Name _____ Date of Birth _____

Signature _____

Contact phone # _____

(for problems ONLY)

TOTAL NUMBER OF TRANSCRIPT COPIES NEEDED

_____ Official Copy (Sealed)

_____ Unofficial

*****Transcripts will not include GPA*****

Release of Information from a Student's Education Record for students under 18 years of age

Dear Parent/Guardian,

According to the Family Educational Rights and Privacy Act (FERPA), parents (of students under 18 years of age) or eligible students (18 years or older) must provide written permission for Lowery Freshman Center to release any information from a student's education records.

If requesting an unofficial or official transcript including test scores, official signatures are required.

Thank you,

Enrollment Services

*Parent/Guardian Signature of Minor student _____

*****Students 17 years old and under must have parent signature*****

**Transcripts must be picked up in person.
We do not fax, email, or mail transcripts.**