

**La Joya Independent School District
Request for Records**

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights.

I hereby request that copies of the following records from La Joya ISD be made available for my inspection or duplication. **Process time for request is 5 business days.**

_____ Student Report Card

_____ Student Grades

_____ Student Attendance

_____ Student Discipline Report

_____ Verification of enrollment

_____ School Identification Replacement

_____ Other: _____

Name of Requestor: _____ Relation to Student: _____

Student's Name: _____ Campus: _____ Grade: _____

Address: _____

City: _____ ST: _____ Zip: _____

Date of Request: _____ Phone: _____

For Office use only

Reviewed by: _____ Date: _____

Approved _____

Denied _____

Signature: _____

Date: _____