Westlake High School
www.whschaps.com
4100 Westbank Dr., Austin, TX 78746
Phone: 512-732-9288 Fax: 512-732-9296
whsrecords@eanesisd.net

For Office Use Only
_____
Payment Received
_____
Date Processed/mailed
_____
Initials of Processor

Records Request

Today's Date: _____ Year of Graduation _____ or Year Withdrew:_____

Student's Name: _____, _____, _____
Last First Middle

_____ _____ _____
Date of Birth School ID# or last 4 digits of Social Telephone Number

_____ _____
Student Signature Parent Signature (if student is under 18)

Please check one:

_____ I need an **Official Transcript* _____ check here if for ACC
*** Transcripts that are faxed or emailed are not considered official**
or
_____ I need an unofficial transcript (does not require a parent signature)

or

General Records:
I am requesting the following records:
____ Report card ____ Attendance record ____ Discipline record ___ Immunization record

____ Letter of expected graduation ____ Letter of Enrollment ____ AP scores ____ PSAT/PLAN ____ SAT/ACT

____ Other: _____

Check on of the following:

_____ I will pick up
_____ I give the following person permission to pick up my records: _____

_____ *Fax to: Name of school or person _____
Fax#:_____ Phone# _____

_____ Mail to: _____
_____
_____

_____ *Email to: _____ _____
Name Email address

Fee for Records: fees for service must be presented before official transcripts will be released

_____ Official Transcript ($5.00 for the first transcript, $2.00 for each additional; includes postage)
_____ General records fees:
- If more than 5 pages, add an additional $1.00 per 10 page increment
- If general records are mailed, add $1.00 for the first 5 pages, and $1.00 for each additional 3 pages

_____ Out of Country transcripts; $6.00 for the first copy $3.00 for each additional
_____Total Amount Due (Please make checks payable to WHS)

Please allow 48 hours for the processing of records