



SAN ANTONIO INDEPENDENT SCHOOL DISTRICT  
PEIMS & Data Services Department  
1700 Tampico St., Suite 101  
San Antonio, Texas 78207

Phone: 210-244-2909 Fax: 210-228-3093  
Office Hours: 8:30 a.m. to 4:00 p.m., Monday – Friday

## ONLINE ORDER RECORDS RELEASE AUTHORIZATION

This form must be **signed and uploaded** to the order located at [https://saisdtx.scriborder.com/order\\_tracker](https://saisdtx.scriborder.com/order_tracker).

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This section enables **former SAISD students who are 18 years of age or older** to authorize someone other than themselves to obtain documents ordered through the San Antonio ISD Transcript Office.

I attest that I am at least 18 years old and I authorize

\_\_\_\_\_ (Last name, First name)

\_\_\_\_\_ (Relationship – father, mother, brother, uncle, etc.)

to obtain my documents from the San Antonio ISD Transcripts Office.

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**(Check all that apply)**

- High School Transcript
- Graduation Verification Letter
- Proof of Enrollment
- Immunization

Requestor's (student's) Name \_\_\_\_\_

Requestor's (student's) Signature (**required**) \_\_\_\_\_

Date \_\_\_\_\_

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