

## **Santa Gertrudis ISD – Academy High School**

### **Academic Records Submission Checklist**

#### **Student Information**

- Full legal student name
- Date of birth
- Current grade level
- Last school attended
- Parent/Guardian contact information

#### **Required Academic Records**

- Official transcript (if applicable)
- Most recent report card
- Attendance records
- State assessment records (STAAR or equivalent)
- Special education or 504 records (if applicable)

#### **Authorization & Compliance**

- FERPA-compliant request or release form
- Parent/guardian signature or eligible student authorization
- School seal or official signature on records

#### **Submission Method**

- Sent directly by previous school (preferred)
- Secure email from sending registrar
- Mailed in sealed school envelope
- Authorized electronic transfer service

#### **Follow-Up**

- Confirm records were sent
- Verify receipt with Academy High School registrar
- Retain copies for personal records
- Identify and submit any missing items