



TYLER INDEPENDENT SCHOOL DISTRICT

Education Verification Request

It is Tyler Independent School District's policy to release the following directory information to anyone who requests it: student name, dates of enrollment, diplomas and dates conferred, academic honors and awards received (a student's GPA is not considered directory information). This information is released in compliance with the U.S. Family Educational Rights and Privacy Act.

Requests will normally be processed within five (5) business days. Some records may require up to thirty (30) days. There is a \$2.00 fee for processing of these requests, please enclose payment with your request. Please submit all requests in writing to:

Tyler Independent School District
Attn: Records Management Office
P.O. Box 2035
Tyler, Texas 75710

Requestor Information

Name: _____

Company Name (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

Student/Graduate Information

Please complete the following information regarding the person you are inquiring about. Incorrect and/or illegible information will limit our ability to provide an accurate response.

Full Name (include maiden name if applicable): _____

Social Security # (optional): _____ Date of Birth: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

For Official Use Only:

Date & Time Received: _____ Date Completed: _____

Received By: _____ Completed By: _____

Amount Paid: _____ Check [] No. _____ Cash [] Money Order []