



1125 Longpoint Ave  
Dallas, Texas 75247

### RECORDS REQUEST FORM *(Please Print)*

Date Requested:  Request Number:

Requestor Name:   
School & Dept.

Contact Telephone Number:

Fax Number:  E-mail:

Document(s) Requested:

Transcripts, HR (Ex: Service Record), Special Education, Financial, Board Minutes

#### Information on Records Requested:

Name:

Date of Birth:

Social Security Number:

Date of Termination:

Graduation Date:  Withdrawal Date:

Box Number:  Box Location:

Transcript Requested: Yes/ No

Documents Faxed: Yes/ No

Documents Mailed: Yes/ No

Documents Scanned And Emailed or Upload to Spring/ UL to AkuTrust: Yes/ No

Record Pulled By:

Please fill in as much information as possible  
Email Request to [recordrequest@yellowfolder.com](mailto:recordrequest@yellowfolder.com)  
Telephone 214-431-3624



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Dallas, Texas 75247

**Please provide any additional information that might assist your records Customer Service Representative in finding the records you are requesting:**

Please fill in as much information as possible  
**Email Request to [recordrequest@yellowfolder.com](mailto:recordrequest@yellowfolder.com)**  
**Telephone 214-431-3624**