



SUMMER RECORDS OFFICE 2024

ELEMENTARY and MIDDLE SCHOOL RECORDS REQUESTS

June 3rd – August 2nd

(Requests received July 1st – 8th will be delayed due to Summer Database Maintenance)

WE CAN PROVIDE:

ENROLLMENT VERIFICATION

IMMUNIZATION RECORD

INSTRUCTIONS FOR OBTAINING STAAR SCORES

2023-24 REPORT CARD (please use HAC, if possible)

THE PARENT ON FILE MUST REQUEST THESE ITEMS THROUGH EMAIL TO
recordsdept@cfisd.net

Attach parent Driver License or Govt ID to your email, and
include Student ID number, name & birthdate.

THE SUMMER OFFICE CANNOT PROVIDE:

Birth Certificate, SS Card, Report cards from previous years,
Special records such as GT/ESL/504, Discipline records, etc.

WE DO NOT WITHDRAW STUDENTS OR MAKE RECORD CHANGES

No In-Person requests are accepted.
Please contact us by email (see above).

Questions? Call our information line.....281-517-2180