

Former Student

General Information

The Keller Independent School District offers a secure site for current and former students to request records and transcripts.

All requests for student records / transcripts must be submitted and paid for online. Walk-ins, mail, fax, and phone requests are not accepted.

Per the Family Educational Rights and Privacy Act (FERPA) and District policy student records are only released to the student or parent/guardian of a student under 18 years of age.

*****If the student is 18 years of age or older, school records will not be released to a parent, guardian, or responsible person without the student's written consent.**

- Requestors will need to upload a copy of their photo ID for the transcript request to be processed. There will be a delay in processing orders that do not have an ID attached.

Please note the information below:

- Student record requests will be processed within 3 to 5 business days. **Orders may be delayed longer than 10 days due to holidays, school breaks, and high-volume months of July, August, January, and May**
- Requests are processed on normal business days during normal business hours (Monday – Friday 8:00 AM to 12:00 PM – 1:00 PM to 4:00 PM)
- **When possible, all transcripts are sent electronically to you, college or university.**

Special INSTRUCTION SECTION

- **To receive your requested documents via U.S. Postal Service**, you MUST include a note in the "Special Instructions" box and **provide a valid delivery address**.
- If you would like a paper copy of your record mailed to you in a sealed envelope.
- **FedEx Overnight Delivery** Available to former students only.
 - Include mailing address, **PO boxes are not accepted**.
 - Include recipients phone number.
 - In addition to Transcript and Convenience Fee is \$40.00 per address

All requests will be checked for accuracy. Any inaccurate information may result in your record not being processed. All communication about your order, payment, our progress, and the records delivery will be sent via email.

If you have any questions regarding your transcript/record request, please contact the Registrar at your campus.

[Click here to order your transcript and student records!](#)