



2602 S. BELT LINE ROAD  
P.O. BOX 531170  
GRAND PRAIRIE, TX 75053-1170  
972-237-4019

**REQUEST & CONSENT FOR DISCLOSURE  
OF CONFIDENTIAL INFORMATION**

Please fax your request to (972) 237-4033 Attn: Mimi Johnson  
Call to confirm receipt @ 972-237-5491

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

DOB: \_\_\_\_\_ Last School Attended: \_\_\_\_\_

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Printed Name of Requestor and/or Institution and phone number

- If Institution records will be submitted via TREX or mail.
- For non-school requests, individual signature & Driver's License or State ID is required.

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Individual Signature

Please send records to the following address, or call to set up time for pick up:

\_\_\_\_\_  
\_\_\_\_\_

**Confidentiality Notice: This form contains privileged or confidential information and should be treated as such. Unauthorized interception of this form may be a violation of criminal law.**