<u>S T U D E N T   R E C O R D S / T R A N S C R I P T S</u>
<u>GUIDELINES</u>

Send all requests for graduate or withdrawal transcripts to High Schools.
All High Schools have the original transcripts from the year the school was opened.

High School Diplomas are issued when student graduate.
SBISD do not retain copies of High School Diplomas.

<u>**EXCEPTION:**</u> Spring Branch and Westchester High schools closed in 1986. These transcripts can be obtained at:

Purchasing/Central Warehouse

MUNIS Support and Records Specialist
1031 Witte Road, Bldg. E
Houston, TX77055
Phone: 713.251.1100 x 1148
Fax: 713.251.1115

Complete the Request Form in order to process your transcript request.

Please, see enclosed contact information for the list of High School Registrars with fax and phone numbers.
TRANSCRIPT REQUEST CONTACT INFORMATION
SBISD High School Registrar's Office Fax Numbers:

Memorial High School:	*713.251.2504*
Northbrook High School:	*713.251.2920*
Spring Woods High School:	*713.251.3103*
Stratford High School:	*281.251.3420*

<u>OBTAINING A TRANSCRIPT</u>
In order to receive a copy (Official or Unofficial) of your transcripts, print out the online PDF version by clicking on Request for Graduate or Withdrawal Transcript Word or PDF. Fill it out and either mail it, fax it or bring it to the respective Records Office. *Information required:*

- *Name: (under which you attended school or as it appear on your transcripts.)*
- *Social Security Number:*
- *Date Of Birth:*
- *Name of the S.B.I.S.D. School: (last attended and graduation year/or last year attended.)*
- *Telephone Number:*
- *Signature of Former Student or Parent/Guardian:*
- Unofficial copy will be sent to the student. A photocopy of a picture U.S. federal or state-issued photo ID or DL (18 and over). No exceptions.
- Please provide us, with the address the transcripts are going to be mailed to.
- Official transcripts will be mailed to your college, employer, or any other agency.
- Unofficial copy will be sent to the student. A photocopy of a picture U.S. federal or state-issued photo ID or DL (18 and over). No exceptions.