



SBISD GRADUATES UNOFFICIAL TRANSCRIPT REQUEST

Registrars are off duty July 2 - July 13

SBISD Offices are closed on Fridays from June 8th to August 3rd; and July 4th

While High School Registrars are off duty for the two week period listed above, unofficial transcripts for alumni who attended an SBISD school between 2004 and 2018 may be requested by filling in the information below and submitting it in person to:

Technology Services
Spring Branch I.S.D. Administration Building
Room 150
955 Campbell Road
Houston, Texas 77024

Hours of operation are from 8:00 a.m. to 5:00 p.m. Monday through Thursday.

Picture identification* must be presented by the alumni to the Technology Services representative at the time of the request before the transcript will be processed. The transcript will be unofficial and may be picked up at the same location after two working days with picture identification.

Full Name on High School Transcript:	
High School Attended/Graduated:	
Year of Graduation:	
Date of Birth:	
High School I.D. Number (If Known):	

Signature: _____ Date of Submission: _____

***Acceptable forms of Picture Identification**

Texas Drivers License

Texas State Identification

University/College Identification

U.S. Passport

Employee ID with signature

High School ID can be used when none of the above are available