

**Appendix E**  
**SPRING BRANCH INDEPENDENT SCHOOL DISTRICT**

Please complete this form and FAX to 713.251.1115 or  
Mail to: Records Management Assistant  
SPRING BRANCH I.S.D.  
1031 Witte Road, Building E  
Houston, Texas 77055-6016  
Phone: 713.251.1100

**Transcript Request**

Once a Student reaches the age of 18, all requests must be made by the student. **A Valid Photo I.D. is required.**

The student must indicate any individual who has a right to access his/her records.

**G.E.D. records** can be obtained by calling the Texas Education Agency at 512.463.9734, or search on the TEA website, GED unit at [www.texged.com](http://www.texged.com).

Name \_\_\_\_\_  
(Last) (First) (Middle)

Maiden Name \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name of High School \_\_\_\_\_

Year Graduated \_\_\_\_\_ Or last year attended \_\_\_\_\_

Phone Number ( ) \_\_\_\_\_

I hereby authorize Spring Branch I.S.D. to mail or fax the Transcript to the following:

Send to: \_\_\_\_\_ Fax # \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE DATE

QTY  
\_\_\_\_\_ UNOFFICIAL (\$3.00)  
\_\_\_\_\_ OFFICIAL (\$3.00) (Mailed directly to the university, employer or other designated agency.)  
\_\_\_\_\_ Official transcripts are not given to students.