



Spring Branch Independent School District  
**Transcript Request for Currently Enrolled Students**  
**Allow three school days for processing**  
 Transcripts for seniors will not be processed until Aug. 1 of their senior year

\_\_\_\_\_  
**Print: Student's Full Legal Name**

\_\_\_\_\_  
**Current Grade**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student ID #**

\_\_\_\_\_  
**Date of Birth (mm/dd/yyyy)**

\_\_\_\_\_  
**Contact Number**

Complete ONE Transcript Request form for each receiving College/University/Scholarship.

**Name of College/ University/ Scholarship:** \_\_\_\_\_

**Step 1: Request your transcript through Naviance.** Look at the Delivery Type column. Click the icon in the Delivery Type column. Check the Delivery Type noted for your listed college:

**Step 2: Delivery Type**

- Naviance (including Common Application)
- Electronic other than Naviance. Please specify: \_\_\_\_\_
- Printed and sealed for student pick-up

**Step 3:** Submit this Transcript Request form with all information complete, including signatures, to the Registrar's Office.

\_\_\_\_\_  
**Signature of Parent**

\_\_\_\_\_  
**Signature of Student**



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