

TRANSCRIPT ORDER FORM FOR PRIOR YEAR STUDENTS

Please allow at least 1 week for processing. During busy times (beginning of the year, after posting of grades and graduation), processing transcripts can take up to 2 weeks.

In accordance with the Texas Open Records Act and the Family Educational Rights and Privacy Act of 1974, as amended, student academic records are classified as confidential and may be released only with the student's written authorization, signature and proof of identification.

TRANSCRIPTS MAY BE ORDERED IN PERSON OR BY MAIL FOR \$3.00 EACH.

Transcripts can be mailed, picked up, or sent electronically to Texas colleges.

Transcripts will not be processed until a written request with a signature is received.

If the transcript needs to be picked up by someone other than the student, please provide written permission for this.

IF ORDERING BY MAIL, PLEASE SEND THIS TRANSCRIPT ORDER FORM ALONG WITH A COPY OF YOUR PHOTO ID AND PAYMENT TO:

Magnolia High School
Attn: Registrar
PO Box 428
Magnolia, TX 77353-0428

IF ORDERING IN PERSON, PLEASE BRING THIS COMPLETED FORM TO THE SCHOOL.

Student ID # _____ Date of Birth _____ Cell Phone # _____

Student Name When Attending MHS _____
(PLEASE PRINT)

Email Address _____

Graduation Year _____ If you did not graduate, last year in attendance _____

_____ **SEND TO (Official)** _____ **PICK UP (Official)** _____ **PICK UP (Unofficial)**

Name of School/College _____

Attention _____

Address _____

City _____ State _____ Zip _____

Other Instructions _____

STUDENT SIGNATURE _____ **DATE** _____

Date Sent _____

FOR OFFICE USE ONLY:

Method of Delivery _____