

Transcript or Student Records Request

Current student transcript request can be obtained by using Greenlight:

DallasISD Greenlight Resources Link: <https://www.dallasisd.org/Page/61677>

Greenlight access link: <https://GreenLightLocker.com>

There is an \$8.00 per copy fee for student record (cum file) request. Please go to Hillcrest HS Webpage: <https://www.dallasisd.org/hillcrest>

Go to QuickLinks:



Email a copy of the receipt to the Registrar isolano@dallasisd.org and Office Manager maviles@dallasisd.org - allow 2-3 business days for request to be process. An email will be sent your request has been completed and ready for pick up. Please bring a Valid ID for verification purposes.

Former Hillcrest HS graduates and/or students - transcript and student records are available up to five years at the campus level (Example: Class 2020, Class 2019, Class 2018, Class 2017, Class 2016). Please note that transcript request and student records are two separate transactions and will need to pay \$8.00 per copy for each.

Please go to Hillcrest HS Webpage: <https://www.dallasisd.org/hillcrest>

Go to QuickLinks:

Email a copy of the receipt to the Registrar isolano@dallasisd.org Data Controller enajera@dallasisd.org and Office Manager maviles@dallasisd.org - allow 2-3 business days for request to be process. An email will be sent to you when request has been completed and ready for pick up. Please bring a Valid ID for verification purposes.

For transcript and/or student records request after five years must submit a request through DallasISD Student Records office. Please go to www.dallasisd.org and find Student Records under the Departments tab.