

Transcript Request

Request will be processed within 48 - 72 hours

Monday - Friday 7:30 am - 4:30 pm

Record(s) not picked by the end of the current school year will be Shredded

Government issued picture ID is required for request and pick-up.

Signed letter of consent required for parent to pick-up record on behalf of students over 18.

Please print clearly. Incomplete or illegible forms will be denied.

Student name	Student ID number	Date of Birth	Request Date

Student Phone #: _____ Student Email: _____

☐ If Transcript is going to a college/university please write correct email and any additional information needed to be sent to university: _____

☐ Year Graduated (circle one): **2021 2022 2023 2024 2025**

Or

☐ Last year of attendance (circle one): **2021 2022 2023 2024 2025**

Cost: \$1.00 per copy (Cash must be brought for pick-up)

Unofficial transcript: _____ # of copies

Official transcript: _____ # of copies

Records prior to 2021 school year have been archived. Contact HISD Office of Inactive Records for transcript request: (713)556-6000 or Request at: <https://houstonisdtx.scriborder.com>

Under §25.002, the school district must provide the records **no later than the 10th working day after the date a request for the records is received.** This requirement also applies to the transfer of records to or from other public schools, including open-enrollment charter schools and JJAEPs.

Student Signature

Date

.....
Office use only

Date: _____

☐ Approved: _____

☐ Denied Reason: _____