

Please be aware that the Texas Education Agency no longer allows the release of an OFFICIAL High School Transcript to students, parents, spouses, etc. Official transcripts may only be released directly to a college/university, employer, Social Security Administration, etc. A transcript may be requested by completing the form below.

**PLEASE PRINT ALL INFORMATION**

**Name Used In School:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Social Security or Student Number: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Last High School Attended: \_\_\_\_\_

Date of Graduation: \_\_\_\_\_ Last Year of Attendance: \_\_\_\_\_ Last Grade Attended: \_\_\_\_\_

**Current Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_, \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Email Address: \_\_\_\_\_

**Signature of Requester:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Method of Delivery:** Mail OFFICIAL Transcript  Receive Personal Copy  Fax Transcript  TReX

Name: \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_  
(person or institution receiving transcript)

Address: \_\_\_\_\_

City/State: \_\_\_\_\_, \_\_\_\_\_ Zip Code: \_\_\_\_\_

Number of copies: \_\_\_\_\_

**Fees:** First transcript is free  
Cash or Additional transcripts \$1.00 each  
M/O Only

**This form must be accompanied by a copy of the student's government issued photo ID. Requests will not be processed without this information.**