

TRANSCRIPT REQUEST FORM

Student's Name (at time of graduation):

Last: (maiden, if applicable) _____ First: _____ Middle: _____

High School: _____ Year Graduated: _____ If non-grad, last year attended: _____

Date of Birth: _____ Current Phone Number: _____

Current address:

Street Address: _____ City: _____ State: _____ Zip: _____

I understand that transcripts are processed in order of receipt and there is a \$1 fee for each transcript requested.

I must provide written permission and a copy of my photo identification in order for a third party person to pick up my unofficial transcript.

Student's Signature: _____ Date: _____

PURPOSE OF TRANSCRIPT:	
OFFICIAL: <input type="checkbox"/> College <input type="checkbox"/> Employment	NON-OFFICIAL: <input type="checkbox"/> Personal <input type="checkbox"/> DPS <input type="checkbox"/> Social Security <input type="checkbox"/> US Passport <input type="checkbox"/> Immigration

SEND TRANSCRIPT(S) TO:

College/University/Employer: _____

Mailing Address: _____

City, State, Zip Code: _____

College/University/Employer: _____

Mailing Address: _____

City, State, Zip Code: _____

OFFICE USE ONLY

Receipt Date: _____ Receipt #: _____ Amount Received: _____ Date Sent: _____ Sent by: _____

TRANSCRIPT INFORMATION

The Pasadena Independent School District Student Services Department retains copies of high school transcripts detailing all coursework completed. **We do not keep copies of diplomas.**

Transcript Processing - Due to the tremendous volume of transcript requests received daily, it is impossible to process a transcript request immediately. All transcripts are processed within 24 to 48 hours of receipt of the request. They are processed in order of receipt.

Official vs. Non-Official Transcripts - According to the Texas Education Agency, "A transcript copy should be marked or stamped Official Copy only at the time of its authorized release from the school district directly to another institution or student-approved recipient, excluding parents/guardians." Official transcripts must be sent directly to other institutions.

Any transcript given directly to an individual for personal use is considered an unofficial transcript.

Third Party Distribution - Written permission, with a photo identification attached, must be received in order for a third party to pick up a copy of an unofficial transcript.

Transcript Requests – To request a copy of your high school, a link to a printable form is provided below. The completed form can either be dropped off to the office of Student Services or mailed to the address below.

Transcript Fee - \$1 per transcript requested, payable in cash or money order

Mailing Address - All transcript requests should be mailed to:

Pasadena Independent School District
Attention Student Services
1515 Cherrybrook Ln.
Pasadena, Texas 77502

Additional Information – If you have further questions regarding transcripts, contact the office of Student Services at 713-740-0000.