# 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.

**SEND TRANSCRIPT(S) TO:**

College/University/Employer: __________________________________________

Mailing Address: __________________________________________

City, State, Zip Code: __________________________________________

**PURPOSE OF TRANSCRIPT:**

- OFFICIAL:
  - College
  - Employment

- NON-OFFICIAL:
  - Personal
  - DPS
  - Social Security
  - US Passport
  - Immigration

**Student’s Signature: __________________________**

Date: __________________________

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.

<table>
<thead>
<tr>
<th>Current Phone Number: __________________________</th>
</tr>
</thead>
</table>

| High School: __________________________ |
|_______________________________________|

<table>
<thead>
<tr>
<th>Year Graduated: __________________________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>If non-grad, last year attended: __________________________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Last: (maiden, if applicable) __________________________</th>
</tr>
</thead>
</table>

**Transcript Request Form**

Rev. 2/2015
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 Information

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

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

Official vs. Non-Official Transcripts

Parents/Guardians. Official transcripts must be sent directly to other institutions. Only at the time of authorized release from the school district directly to another institution or student-approved recipient, excluding any at the time of its authorized release from the school district directly to another institution or student-approved recipient, exuding a transcript copy should be marked or stamped with an official copy. Official vs. Non-Official Transcripts - According to the Texas Education Agency, “Official copies” should be marked or stamped with an official copy. Immediately, all transcripts are processed within the 24 to 48 hours of receipt of the request. They are processed in order of receipt. Transcript Processing - Due to the tremendous volume of transcript requests received daily, it is impossible to process a transcript request completed. We do not keep copies of diplomas.

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

Transcript Requests

- To request a copy of your high school, a link to a printable transcript request form is provided below.

Additional Information

Mailin Address - All transcript requests should be mailed to:

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.

Transcript Fee

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

Transcript Requests

- To request a copy of your high school, a link to a printable transcript request 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 Information