

SENIORS 2009

REQUEST FOR FINAL TRANSCRIPT

Final Transcripts (which include graduation date) will not be available until June 12th
48-hour (2 days) notice is REQUIRED – *PAYMENT DUE* upon request.
TAAS/TAKS scores are automatically provided.

SAT or ACT scores will not be provided (please go to www.actstudent.org or www.collegeboard.com website)

Your first transcript is free, any additional transcripts will cost \$4.00 due upon request (cash, check, or money order).

NAME: _____
(last) (first)

ID# _____ DOB ____ / ____ / ____

Phone number where you can be reached: _____

Number of Transcripts Requested: _____

Purpose of Request (check one):

College (If applicable, all transcripts for Texas based Colleges/Universities will be electronically sent.)
Please list the name of the College/University with the complete address of where you would like for us to send your transcript (additional addresses can be written on back):

Name: _____ Name: _____
Street: _____ Street: _____
City/State/Zip: _____ City/State/Zip: _____

Personal – Final transcripts will be ready for pick-up 48 hours after receipt of this form (following June 12th). Please note: The Registrars office will be closed from June 17 through July 5. During that time, you will still be able to drop off your requests Monday through Thursday from 9 am to 4 pm but you will need to check with the staff as to when your order will be ready to be picked up.

All PISD campuses will be closed the week of July 6th through July 10th and no orders will be processed at that time.

SIGNATURE OF STUDENT: _____ DATE: _____

* If student is 17 years or younger, parent must sign request

PARENT SIGNATURE: _____ DATE: _____