



TRANSCRIPT REQUEST FORM

- Students must request a transcript in writing using this form.
- A form must be completed for each institution receiving student's transcript.
- If you are sending a request by email, it must include your signed form (scanned as an attachment). Please be sure to use your (student) name and ID# in the subject line.
- Official copies must be mailed directly from the Registrar's office to the requesting institution.
- Allow 5 school days for processing your request.
- There is no charge for transcripts sent while the student remains an SCHS student.
- Official transcripts will NOT be emailed unless directly instructed by the university admissions office.

Date: _____

Student Name: _____ School ID#: _____

Birthdate: _____ Not a current student? Date of withdrawal: _____ or graduation: _____

FULL NAME OF UNIVERSITY/COLLEGE: _____

Send transcript ELECTRONICALLY using : TREX (majority of Texas schools)

Send transcript BY E-MAIL to this address: _____

Send transcript BY REGULAR MAIL to this address for non-Texas schools or if this method is preferred by the Admissions Office: _____

Special Instructions

Application Deadline Date: _____

Other Information: _____

AUTHORIZATION TO RELEASE STUDENT TRANSCRIPT (Must be signed in order for request to be processed)

I hereby authorize Shadow Creek High School to release an academic transcript for
Student Name _____ (PRINT clearly)
if information has been requested for college application, athletic or military purposes.

Signature

Date

Signature of Parent/Legal Guardian
(Required for students under the age of 18)

Date

Office Use Only

Request ____ of 3

Received on _____ (date) by _____ (name)

Due by _____ (date)

Completed on _____ by _____

If applicable: Payment received by _____