

HOUSTON INDEPENDENT SCHOOL DISTRICT
INACTIVE STUDENT RECORDS
4400 WEST 18TH STREET
HOUSTON, TEXAS 77092-8501

HIGH SCHOOL TRANSCRIPT REQUEST FORM

Transcripts will be mailed via U.S. Mail. No transcripts will be e-mailed or faxed.

Name student used *while in school* (e.g. maiden name of female student):

Last First Middle

Date of birth: Month _____ Day _____ Year _____

Social Security Number: _____ - _____ - _____

Last high school attended in HISD: _____

Last year in attendance: _____ Did student graduate? () Yes () No

Any additional instructions? _____

Complete address where transcript is to be mailed: _____

Local or toll free telephone number where you can be reached: _____

Student Signature (**current name used**) Date

****Request must include a copy of your valid DRIVER'S LICENSE or STATE ID CARD.**

All mailed transcript requests MUST include a postage paid envelope with the complete address where transcript is to be mailed. E-mailed requests do NOT require an envelope.

HISD
Center for Inactive Student Records
4400 West 18th Street
Houston, Texas 77092-8501

Or email form and scanned ID to transcripts@houstonisd.org
If you have further questions, call 713-556-6744 during office hours.
You may also get additional information by calling the Automated Request Line: 713-556-6780