



REGISTRAR'S OFFICE

Hightower High School

3333 Hurricane Lane
Missouri City, TX 77459

Office Fax Number: 281-634-5340

REGISTRAR

Wendie Bussell

281-634-5257

wendie.bussell@fortbend.k12.tx.us

ASSISTANT REGISTRAR

Alicia Green

281-634-5258

alicia.green@fortbend.k12.tx.us

To request any of the following items you must submit your request in writing, by fax, in person, or by email to either of the above persons:

- Transcript(s)
- Employee Verifications (verifying enrollment for employment purposes)
- Student Records

Your request must include the following information:

- Name used while attending HHS
- Date of Birth
- Year of graduation or last date of attendance at HHS
- Current phone number
- Complete address of where the transcript is to be sent or notation that you will pick it up
- Indication of whether you want an *official* transcript (for college or employer) or *unofficial* transcript (for personal use)
- All official transcripts going to a college or institution will be mailed directly from our office
- For all unofficial transcript(s) requests you must include a blank envelope(s) if you will be picking it up or a self-addressed stamped envelope if you would like for us to mail it to you

We will not be accepting these requests over the phone so please follow the directions above.