Transcript Request Form

Current Students must use Naviance to request Official Transcripts

Name: ____________________________ Date: ________________
_________________  __________________
Last                First

Date of Birth: ____________    Student ID: ________________

Complete One:  Grade _____ Graduated (YR) _________ Withdrawn (YR) _________

CHECK ONE:

Unofficial Copy for personal use ONLY.

Official Copy includes: Class Rank, GPA, Registrar’s Signature and Seal

STUDENTS are responsible for sending OFFICIAL SAT/AP/ACT test scores to colleges. This is done by contacting either College Board or the ACT via their websites.

_____ Baylor     _____ HBU     _____ HCC     _____ PV A&M

_____ Rice       _____ SHSU    _____ SFA     _____ St. Thomas

_____ TAMU College Station   TAMU other: ______________________

_____ TX State    _____ TSU     _____ TX Tech

_____ UH Main Campus  UH other: ______________________

_____ UT Austin  UT other: ______________________

_____ WCJC Wharton  WCJC other: ______________________

OTHER – Please Complete:

Office of Admissions

Deadline: ______________________

Please allow 4 Business/School Days for requests to be completed. DO NOT duplicate requests as it will only delay requests. Thank you!

For Office Use Only:

Received: ______________________

Completion Date: ________________

TRex: Y  N