

## 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Complete One: Grade \_\_\_\_\_ Graduated (YR) \_\_\_\_\_ Withdrawn (YR) \_\_\_\_\_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