

Transcript Request Form – Current Student

To obtain copies, please complete this form and return to the counseling center.

Please Print Clearly

Full Name that will appear on school records:

Student ID: _____

- Picking up/Scholarship (*unofficial – includes rank/gpa*)
- Electronically - TREX (*official*)
Only used for public colleges & universities in the State of Texas
- Mail (*official*)
 - Official Copies to be mailed (envelopes required) - number needed _____
Official copies must be sent directly from school district
(Includes rank/gpa, standardized test scores, school seal and signature)
 - Unofficial Copies - number needed _____
(Not accepted by colleges/university for admittance, but can be used for scholarships, etc.)

Please Mail and/or TREX Transcript to:

*****You must provide an addressed and stamped envelope for each official transcripts.**

*****DO NOT put a return address on the stamped envelope as official copies must be mailed from the Counseling Office.**

College/University: _____

College/University: _____

College/University: _____

College/University: _____

College/University: _____

Signature: _____ Date: _____

FOR OFFICE USE ONLY: RCVD _____ COMPLETED _____ BY _____