



# Transcript Request for Current Students

PLEASE READ FORM THEN COMPLETE. PROCESSING TIME = 24 Hours

STUDENT'S NAME: \_\_\_\_\_

Last

First

Middle Initial

STUDENT ID (6 Digit #): \_\_\_\_\_

GRADE: \_\_\_\_\_

Cypress Woods High School is hereby authorized and requested to release my scholastic transcript, including all STAAR test scores to the schools and/or businesses listed below. I understand that I must request from College Board that my ACT/SAT scores be sent directly to the colleges/universities for me.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

There is a **\$2.00 charge for official transcripts** being mailed to out of state universities and some private universities within Texas. There is **\$1.00 charge for unofficial transcripts** printed in our office. This fee is payable in advance and covers mailing and reproduction costs. There is no charge to send a transcript electronically. **In accordance with TEA regulations, official transcripts must be mailed or electronically delivered directly from the counselor's/registrar's office.**

ALL TRANSCRIPTS GOING TO NCAA/NAIA, TEXAS PUBLIC UNIVERSITIES AND SELECT TEXAS PRIVATE UNIVERSITIES ARE SENT ELECTRONICALLY. **Students are responsible for following up with the college Admissions Office after one week to verify receipt.**

\_\_\_\_\_ **UNOFFICIAL** transcript - must be requested and picked up during non-instructional hours-before, during passing periods, lunch or after school

\_\_\_\_\_ **OFFICIAL** transcript – must be sent directly to College/NCAA/Scholarship

### UPON COMPLETION OF FORM, GIVE TO REGISTRAR PERSONNEL FOR REVIEW.

	Send transcript to:	College or Scholarship Name	Mailing Address
1	<input type="checkbox"/> NCAA/NAIA (free)		Address:
	<input type="checkbox"/> Scholarship (\$2.00)		_____
	<input type="checkbox"/> Mail to college (\$2.00)		_____
	<input type="checkbox"/> TReX to college (free)		City State Zip
2	<input type="checkbox"/> NCAA/NAIA (free)		Address:
	<input type="checkbox"/> Scholarship (\$2.00)		_____
	<input type="checkbox"/> Mail to college (\$2.00)		_____
	<input type="checkbox"/> TReX to college (free)		City State Zip
3	<input type="checkbox"/> NCAA/NAIA (free)		Address:
	<input type="checkbox"/> Scholarship (\$2.00)		_____
	<input type="checkbox"/> Mail to college (\$2.00)		_____
	<input type="checkbox"/> TReX to college (free)		City State Zip