



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(s), including all STAAR test scores to the schools and/or businesses listed below.

Student Signature: _____ Date: _____

There is a \$2.00 charge for each mailed official transcript, and a \$1.00 charge for each unofficial transcript. This fee is payable in advance and will be used to defray mailing and reproduction costs. In accordance with TEA regulations, official transcripts must be mailed directly from the counselor's/registrar's office.

ALL TRANSCRIPTS SENT VIA THE TREX ON LINE SERVICE ARE FREE. Students are responsible for following up with the college Admissions Office after one week to verify receipt. Students must request that your ACT/SAT test scores be sent by College Board to the colleges/universities directly.

_____ **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 (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
	<input type="checkbox"/> For Counselor (\$2.00)		
2	<input type="checkbox"/> NCAA (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
	<input type="checkbox"/> For Counselor (\$2.00)		
3	<input type="checkbox"/> NCAA (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
	<input type="checkbox"/> For Counselor (\$2.00)		