

TRANSCRIPT ORDER FORM

Please allow at least 2 days for processing

In accordance with the Texas Open Records Act and the Family Educational Rights and Privacy Act of 1974, as amended, student academic records are classified as confidential, and may be released only with the **student's written authorization, signature and a copy of the student's identification card.**

TRANSCRIPTS MAY BE ORDERED IN PERSON OR ONLINE

Official transcripts can be ordered for **\$3.00**. Official transcripts *cannot* be released directly to the student and/or student family.

Unofficial transcripts can be ordered for **\$3.00** and may be released directly to the student.

This is not a fillable form. You must print out the form, fill it in and send to the Registrar, include a copy of your picture ID for verification purposes.

TO ORDER:

Fax, mail or email this form to:

**Mail: Conroe High School
ATTN: TRANSCRIPTS
3200 W. Davis
Conroe, TX 77304**

**FAX: 936.709.5840
Email: btorresosorio@conroeisd.net or bserrano@conroeisd.net**

**Money Order required with mailed request. Online payment required with faxed or emailed request.
<https://conroeisd.schoolcashonline.com/>**

Transcripts will not be processed until form, ID and payment have been received.

TO ORDER IN PERSON:

Pay Financial Clerk. She will then direct you to the office of the Registrar to obtain the transcript.

You must present your receipt and a photo ID when you order. The fee is payable by cash, check or debit/credit card

Please complete the information requested below (include complete address):

Student Name: _____ Date of Birth: _____

Current Name if different from above: _____

Phone No. _____ Last 4 digits of social security number: _____

Graduation Year: _____ If Non Grad, last year in attendance: _____

____ **Official (include school/college address)** ____ **Unofficial (personal)**

Send to: _____

Student Signature: _____ **Date:** _____