Transcript Request Form
Sharyland High School
Attn: Renda Del Bosque/Registrar
1216 N. Shary Road Mission, Texas 78572

Student Name: ___________________________ SS# ____-____-____ ID#__________

Date of Birth: ____/____/____ Phone Number:(__) _____-______ 

Number of transcripts needed: ______

Did you graduate from SHS: (If yes) What Year? _______ (If no) What grade are you in now? _____

If you withdrew before graduating, what year should you have graduated? (Please see**) ______

Please circle for what purpose you need the Transcript?
College  Job  Identification  Passport/Immigration $2.00  Transfer H.S.  Court Request  Scholarship
Other (If for college purposes, state the name and location of college):__________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Check one:  

_____I would like to **pick up** my transcript

_____Official $2.00   _____I would like my transcript **emailed** to the GO Center

_____Non-Official $2.00   _____I would like my transcript **mailed**

_____Notarized $5.00   _____I would like my transcript sent via TREX (Public Texas Schools ONLY)

_____Enrollment Verification for Consulate $5.00 (Notarized)   _____I would like my transcript **faxed** *must provide name of person or school receiving fax and fax number*

*transcripts that need additional information or need to be sent certified will cost $2.00

Signature: ___________________________ Today’s Date: ___________________________

*TRANSCRIPTS WILL BE READY WITHIN TWO BUSINESSES DAYS OF REQUEST (AFTER 4:00P.M.) IN THE GO CENTER.

**STUDENTS WHO HAVE GRADUATED 3 OR MORE YEARS PAST THE PRESENT YEAR WILL NEED TO WAIT UP TO A WEEK FOR TRANSCRIPTS TO BE READY.

Signature: ___________________________ Date Picked Up: ___________________________

ALL TRANSCRIPTS WILL BE DESTROYED IF NOT PICKED UP AFTER 30 DAYS FROM REQUEST DATE WITH NO REFUND!

*Receipt required for transcript pick-up
*If you do not live within the Valley and are still Residing in the U.S. it is required that you mail
This form in along with a money order (NO CHECKS OR CASH)

FOR OFFICE USE ONLY 2/25/15
Mailed____________________
Faxed____________________

Please Note: Sharyland High School will no longer include testing information such as SAT, ACT, PSAT, and AP scores on the transcript. These scores need to be sent directly from the testing agency.