

# 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:**

- |  |   |
|--|---|
| <input type="checkbox"/> Official \$2.00         | <input type="checkbox"/> I would like to <b>pick up</b> my transcript   |
| <input type="checkbox"/> Non-Official \$2.00     | <input type="checkbox"/> I would like my transcript <b>emailed</b> to the GO Center   |
| <input type="checkbox"/> Notarized \$5.00        | <input type="checkbox"/> I would like my transcript <b>mailed</b>   |
| <input type="checkbox"/> Enrollment Verification | <input type="checkbox"/> I would like my transcript sent via <b>TREX</b> ( <i>Public Texas Schools ONLY</i> )                         |
| for Consulate \$5.00 (Notarized)                 | <input type="checkbox"/> I would like my transcript <b>faxed</b> *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 BUSSNIESS 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)

<b>FOR OFFICE USE ONLY 2/25/15</b>
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.**