### INSTRUCTIONS FOR FORMER STUDENTS

(Students who have graduated or no longer attend Bellaire High School.)

<u>If the transcript is requested by your current high school for school use</u>, then there is no fee. The current high school can either send an email from the school registrar or records clerk to WFRANKL2@houstonisd.org or fax the request to us at 713-556-5369.

If you are requesting a transcript (official or unofficial) for your personal review or to submit to a college, university, scholarship, employer, or military branch, please follow the instructions below:

# **TO REQUEST TRANSCRIPTS AFTER GRADUATION**

## For records prior to 2011 contact:

Houston Independent School District – Inactive Student Records 4400 W. 18<sup>th</sup> Street, Houston, Texas 77092 (713) 556-6780

If age 18 years or older, ONLY the student can consent to the release of his/her records.

Family Education Rights and Privacy Act of 1974 (FERPA)

WE CANNOT ACCEPT TELEPHONE REQUESTS FOR TRANSCRIPTS. WE DO NOT FAX TRANSCRIPTS.

### METHODS FOR SUBMITTING THE FORMER STUDENT TRANSCRIPT REQUEST

- Transcript requests can be sent via fax, mail, or by scanning and emailing the completed request form and a copy of your photo ID. If you are unable to scan the document, simply list the necessary information (from the request form) in an email to (<u>WFRANKL2@houstonisd.org</u>) and attach a picture of your photo ID to the email. There is a \$2 fee for each transcript requested. You must present your photo ID when picking up an unofficial transcript.
- If you wish to have a third-party visit our campus to submit your form or fee, you must submit written
  authorization for them to act on your behalf by either: 1) providing them with an authorization letter and a copy
  of your photo ID, or 2) emailing the authorization letter and photo ID directly to <a href="WFRANKL2@houstonisd.org">WFRANKL2@houstonisd.org</a>.
  PLEASE NOTE: The person paying or picking up the unofficial transcript on your behalf must present their photo
  ID

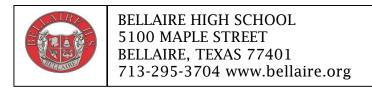
The letter or email must include the name of the person who will come in on your behalf, your photo ID, and all the information required on the *Former Student Transcript Request* form.

There is a \$2 fee for each transcript requested. Cash or money order, only. No checks accepted.

Mail written requests to: Registrar – Bellaire High School – 5100 Maple Street, Bellaire, Texas 77401

Send email requests to: WFRANKL2@houstonisd.org

If you have additional questions, please call us at 713-295-3704.



# **FORMER STUDENT TRANSCRIPT REQUEST**

(This form is for students who have graduated or no longer attend Bellaire High School.)

All students must present a valid photo ID and pay the \$2 fee <u>before</u> the request is processed. (Acceptable forms of photo ID – school ID, state driver's license, state ID, Passport)

Please allow up to three (3) business days for processing.

Date of	Request:		
Year of	Graduation:	OR	Date of Last Attendance:
Name	e While Enrolled:		
Last:		First	Middle
	ent ID#:		
Phone #: Email Address:			
			d/or Unofficial transcripts needed.
			Unofficial transcript(s)
			n 7:30 a.m. – 3:30 p.m. (During normal school hours) ess(es) to which the transcript(s) should be sent:
1)		2)	3)
	Please mail your transcript request to: <b>B</b>	ellaire High School – Reg	egistrar's Office - 5100 Maple Street, Bellaire, Texas 7740: 5-3763 (Main Office) or Emailed to: WFRANKL2@houstonisd.org
		PLEASE INCLUDE PHOTO IE	ID WITH ALL REQUESTS
Signature when picked up:			Date:
For Re	egistrar's Office Use Only: Date Sent/Processed	Processed B	By Type of ID