

INSTRUCTIONS FOR FORMER STUDENTS

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

If the transcript is requested by your current high school for school use, 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. 18th 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 (WFRANKL2@houstonisd.org) 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 WFRANKL2@houstonisd.org.
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 before 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 While Enrolled:

Last: _____ First _____ Middle _____

Student ID#: _____ Date of Birth _____

Phone #: _____ Email Address: _____

Please list the number of Official and/or Unofficial transcripts needed.

_____ Official (sealed) transcript(s) _____ Unofficial transcript(s)

*Official transcripts are usually mailed directly to the college, university, United States military branch office, or scholarship organization from the Bellaire High School Registrar’s Office. We **CANNOT** accept requests for overnight*

Please check the appropriate box.

Unofficial Transcript(s) – must be picked up between 7:30 a.m. – 3:30 p.m. (During normal school hours)

Official Transcript(s) – list the complete mailing address(es) to which the transcript(s) should be sent:

- | | | |
|----------|----------|----------|
| 1) _____ | 2) _____ | 3) _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Please mail your transcript request to: **Bellaire High School – Registrar’s Office - 5100 Maple Street, Bellaire, Texas 77401**
Requests can be Faxed to: 713-556-5369 (Registrar’s Office) 713-295-3763 (Main Office) or Emailed to: WFRANKL2@houstonisd.org

PLEASE INCLUDE PHOTO ID WITH ALL REQUESTS

Signature when picked up: _____ Date: _____

For Registrar’s Office Use Only:
Date Sent/Processed _____ Processed By _____ Type of ID _____