



Scarborough High School

4141 Costa Rica
Houston, TX 77092



HIGH SCHOOL RECORDS REQUEST FORM

Please allow 3 days for processing

Records will be mailed via U.S. Mail or student requesting can pick up at Scarborough HS.

(Please present a valid DRIVER'S LICENSE or STATE ID CARD for pick up)

No records will be e-mailed or faxed. *Requests are not taken over the phone.*

Date of Request: _____

Year of Graduation _____ OR last attendance date: _____

Student name while enrolled at Scarborough High School

Last: _____ First: _____

Date of Birth: _____ Phone #: _____

- **Official Transcript to be sent to a School or Employer** *(official transcripts will not be sent to students)*
- **Unofficial transcript to be mailed directly to Student.**

Complete address where record is to be mailed: _____

Mail request: Scarborough High School
ATTN: Registrar's Office
4141 Costa Rica
Houston, TX 77092

Emailed request: Email this form and image of ID to gdeleon@houstonisd.org

NOTE: Scarborough HS Graduates & Former students 2018 and prior must access the HISD website at <https://houstonisdtx.scribder.com/>