

Dear HISD Alumni: Thank you for contacting Houston ISD about student records.

Did you attend any HISD school since August 2018? Then your most recent campus has your records. The District office only receives student records after five years.

Did you attend any Houston ISD or North Forest ISD campus before August 2018? Beginning in Fall 2022, the District moved to an online system for these requests. Appointments, walk-ins, mail, fax, and phone requests are not accepted. You can request records online here:



The records retrieval process typically takes five to seven business days. Note that orders may be delayed longer than 10 days due to holidays, school breaks, and high-volume months of July, August, January, and May.

Please note that there is an \$8.00 processing fee per request, and a \$5 platform "convenience" fee. An additional \$8 is charged for each request that you want to be printed and mailed. There is no additional charge for an official digital record.

Visit this site to request student records from August 2018 and earlier.

<https://houstonisdtx.scriborder.com>

After you have placed your order, you can also send messages and leave a voicemail within the ScribOrder system. Once you have placed the order, open the Order Tracker, and click the "Call Me Now" button. The automated attendant will call you to leave a message.

Or the District can be reached via TRANSCRIPTS@houstonisd.org or 713-556-6744. These are monitored periodically, but please anticipate response times of up to ten business days during busy periods.

Note that some records may not be obtained through the District, including records of immunization, birth certificates, or SAT/ACT Scores. Please see the "What About...?" section of our website for suggestions on finding those records, as well as other Frequently Asked Questions. <https://www.houstonisd.org/Page/32073>

As always, thank you for your patience.

Assessment, Accountability, & Compliance