

HOUSTON INDEPENDENT SCHOOL DISTRICT  
INACTIVE STUDENT RECORDS  
4400 WEST 18TH STREET  
HOUSTON, TEXAS 77092-8501

**HIGH SCHOOL TRANSCRIPT REQUEST FORM**

**Transcripts will be mailed via U.S. Mail. No transcripts will be e-mailed or faxed.**

Name student used *while in school* (e.g. maiden name of female student):

\_\_\_\_\_  
Last First Middle

Date of birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Last high school attended in HISD: \_\_\_\_\_

Last year in attendance: \_\_\_\_\_ Did student graduate? ( ) Yes ( ) No

Any additional instructions? \_\_\_\_\_

Complete address where transcript is to be mailed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Local or toll free telephone number where you can be reached: \_\_\_\_\_

\_\_\_\_\_  
Student Signature (**current name used**) Date

**\*\*Request must include a copy of your valid DRIVER'S LICENSE or STATE ID CARD.**

**All mailed transcript requests MUST include a postage paid envelope with the complete address where transcript is to be mailed. E-mailed requests do NOT require an envelope.**

HISD  
Center for Inactive Student Records  
4400 West 18<sup>th</sup> Street  
Houston, Texas 77092-8501

Or email form and scanned ID to [transcripts@houstonisd.org](mailto:transcripts@houstonisd.org)  
If you have further questions, call 713-556-6744 during office hours.  
You may also get additional information by calling the Automated Request Line: 713-556-6780