

Alumni

How Do I Obtain a Copy of My Transcript?

HISD graduates through 2006 may obtain a copy of their transcript free of charge from the Inactive Records department at the Hattie Mae White Administration Building.

Make a request by mail

Send a copy of the student's valid state driver's license or identification card (ID); a self-addressed, stamped, business size (#10) envelope; a completed "High School Transcript Request" form (you must have the free Adobe Acrobat reader to view or print document), Inactive Records Houston Independent School District 4400 West 18th Street, Level 1 SE Houston, TX 77092-8501

Make a request by e-mail

E-mail requests MUST INCLUDE:

- a completed "High School Transcript Request" form (you must have the free Adobe Acrobat reader to view or print document),
- a copy/scan of a driver's license or other state-issued ID Send your completed form and copy of your ID:
- e-mail your scanned documents to this address: TRANSCRIPTS@houstonisd.org.

The transcript itself will be mailed to you. No transcripts will be faxed.

Make a request in person

Come to Inactive Records at 4400 West 18th Street, Level 1 SE.

You must bring a current and valid state driver's license or identification card (ID). Office hours are Monday through Friday from 8:00 a.m. to 4:00 p.m., and the process usually takes about 15 minutes. Partial transcripts are also available for students who attended an HISD school at any time and either a) left the district before graduating or b) have not yet graduated.

No requests for transcripts will be accepted over the telephone.

Contact Inactive Records at 713-556-6744 during office hours if you have any questions. Also, feel free to call the Automated Request Line at 713-556-6780.

Frequently Asked Questions

- Can't I just go to my old high school to obtain a copy of my transcript?

In some cases, you can. Many HISD high schools keep the most recent five-to-seven years' graduation records and student transcripts on file at their campuses before transferring them to the Hattie Mae White Educational Support Center (Inactive Records Department).

Check the list below to see where your file is located. If you graduated (or withdrew from school) BEFORE the year listed in the column next to your high school, then your records are no longer located at that campus. Please use the procedures outlined above to obtain a copy of your transcript.

Graduate	Withdraw
2007	2016

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Diplomas

How do I obtain a replacement diploma?

A graduate prior to 2007 who wishes to obtain a replacement copy of his or her high-school diploma must first obtain a copy of his or her transcript from Inactive Records and present it to the registrar at his or her individual high school. [Mr. Guinther](#) is the current Lamar Registrar. Lamar graduates from 2007 through present do not their transcripts. Lamar charges a fee of \$25.97 and requires 6-8 weeks to process the request.

Do I really need a duplicate diploma?

In many cases, the answer is no. If the only reason you want one is to provide proof of graduation to a potential employer, then you should know that a duplicate diploma is not considered an official document. Diplomas are considered “commemorative” items, the function of which is primarily ceremonial. For proof of graduation, you will need to obtain a certified copy of your high-school transcript, which can be obtained free of charge from your high school’s registrar. Please note: Replacement diplomas are not reproductions of the original documents issued. Replacement diplomas will be signed by the current principal and superintendent of schools at the time the request is processed, which may be different from those who were in office when the degree was actually obtained.