

Advanced Virtual Academy
1102 Telephone Rd
Houston, Texas 77023
Tel:713-926-4528, Fax: 713-967-5218

Transcript Request:
FORMER STUDENT

Please allow **up to 3 business days** for processing.
"DO NOT PROCASTINATE. REMEMBER TO PLAN AHEAD TO ALLOW TIME FOR PROCESSING."

ALL Transcript Requests require:

1. Completed Transcript Request Form.
2. Picture ID (school picture ID, State ID, Passport, or copy of driver's license).

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: _____

In the blank, fill in the number of official or unofficial transcripts needed.

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

Official transcripts are usually mailed directly to the college, university, and United States Military or scholarship organization from Bellaire High School Registrar's Office. WE CANNOT accept requests for overnight express delivery.

Please check the appropriate box.

Unofficial Transcript(s) will be picked up; between 10am - 6pm (During normal school hours)

Official Transcript - Please mail transcript(s) to: (Please provide complete mailing address and contact person)

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

Please mail requests to:

Advanced Virtual Academy
Registrar's Office
1102 Telephone Rd
Houston, Texas 77023
Tel:713-926-4528, Fax: 713-967-5218

Signature when picked up _____ Date: _____

For Registrar's Office Use Only:
Date Sent/Processed _____ Received/Processed by: _____ Type of ID: _____

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TO REQUEST TRANSCRIPTS ONCE YOU GRADUATE OR NO LONGER ATTENDING |ADVANCED VIRTUAL ACADEMY

If a student is 18 or over, **ONLY** the student can consent to the release of his/her records. This is according to the Family Education Rights and Privacy Act of 1974 (FERPHA).

**For records prior to 2009 contact:
HISD Inactive Student Records at:
4400 W. 18th Street
Houston, Texas 77092
713 556 6780**

The following information is REQUIRED when requesting a transcript:

- A). **By mail:** A written signed letter requesting the transcript, indicating the reason for the request. Whether the transcript needs to be official or unofficial, listing the name of the university, college, military branch or scholarship where the transcript is to be sent and any deadline dates for mailing.

B). **Student not in town(out of state/country). An email or fax sent to** CCYPRIEN@houstonisd.org indicating the reason for the request. Whether the transcript needs to be official or unofficial, listing the name of the university, college, military branch or scholarship where the transcript is to be sent and any deadline dates for mailing. Please include the name of the relative/friend you are giving permission to pick up the unofficial transcript on your behalf. **PLEASE NOTE:** The person picking up the transcript on your behalf must have their photo id to pick the unofficial transcript.
2. Picture ID (school picture ID, State ID, Passport, or copy of driver's license). Please fax or scan a copy of your ID, with your transcript request form, when submitting request via email or fax. In person, present ID at time of request and when picking up unofficial transcript.
3. Graduation date or withdrawal date.
4. Transcript fee: \$1.00 per transcript. No checks, please. Cash or money order only.
5. **We cannot accept request for transcript over the telephone. We do not fax transcripts.**

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