

INSTRUCTIONS FOR FORMER STUDENTS

(Students who have graduated or no longer attend Bellaire High School.)

*If the transcript is requested by your current high school for school use, then there is no fee. The current high school can either send an email from the school registrar or records clerk to Registrar4BHS@gmail.com or fax the request to us at 713-556-5369. **During summer months, mid-June through mid-August, transcripts requests are only processed once per week (Wednesdays), so please plan ahead.***

If you are requesting a transcript (official or unofficial) for your personal review or to submit to a college, university, scholarship, employer, or military branch, please follow the instructions below:

TO REQUEST TRANSCRIPTS AFTER GRADUATION

For records prior to 2012 contact:

**Houston Independent School District – Inactive Student Records
4400 W. 18th Street, Houston, Texas 77092
(713) 556-6780**

If age 18 years or older, ONLY the student can consent to the release of his/her records.

Family Education Rights and Privacy Act of 1974 (FERPA)

WE CANNOT ACCEPT TELEPHONE REQUESTS FOR TRANSCRIPTS. WE DO NOT FAX TRANSCRIPTS.
Requests can also be submitted online by selecting Former Student Transcript Request on the Bellaire High School website (www.bellaire.org) - "Helpful Links".

METHODS FOR SUBMITTING THE FORMER STUDENT TRANSCRIPT REQUEST

- Transcript requests can be sent via fax, mail, or by scanning and emailing the completed request form and a copy of your photo ID. If you are unable to scan the document, simply list the necessary information (from the request form) in an email to (Registrar4BHS@gmail.com) and attach a picture of your photo ID to the email. There is a \$2 fee for each transcript requested. You must present your photo ID when picking up an unofficial transcript.
- If you wish to have a third-party visit our campus to submit your form or fee, you must submit written authorization for them to act on your behalf by either: 1) providing them with an authorization letter and a copy of your photo ID, or 2) emailing the authorization letter and photo ID directly to Registrar4BHS@gmail.com. **PLEASE NOTE:** The person paying or picking up the unofficial transcript on your behalf must present their photo ID. The letter or email must include the name of the person who will come in on your behalf, your photo ID, and all the information required on the **Former Student Transcript Request** form.

During summer months, mid-June through mid-August, transcripts requests are only processed once per week (Wednesdays), so please plan ahead.

There is a \$2 fee for each transcript requested. Cash or money order, only. No checks accepted.

Mail written requests to: Registrar – Bellaire High School – 5100 Maple Street, Bellaire, Texas 77401

Send email requests to: Registrar4BHS@gmail.com

If you have additional questions, please call us at 713-295-3704.



Bellaire High School

5100 Maple Street

Bellaire, TX 77401

Phone: 713-295-3704 www.bellaire.org

FORMER STUDENT TRANSCRIPT REQUEST

(This form is for students who have graduated or no longer attend Bellaire High School)

- All requesters must present and attach a valid photo ID (acceptable forms of photo ID: school ID, state ID, state driver's license, and passport)
- If the former student is over 18 years old, **ONLY** the student can submit a request,
- The \$2 fee should be paid before the request is processed, and
- Allow up to 3 business days for processing.

Date of Request: _____

NAME WHILE ENROLLED:

Last: _____ First name: _____ Middle: _____

Student ID#: _____ Date of Birth: _____

Year of Graduation: _____ **OR** Date of Last Attendance: _____

Phone #: _____ Email Address: _____

OFFICIAL AND/OR UNOFFICIAL AND TOTAL NUMBER OF TRANSCRIPTS NEEDED

_____ **Total OFFICIAL (sealed) Transcript (s)**

Official transcripts are mailed directly to the college, university, US Military branch office, or scholarship organization from the Bellaire High School Registrar's Office. WE CANNOT ACCEPT OVERNIGHT REQUESTS.

_____ **Total UNOFFICIAL Transcript(s)**

Must be picked up between 7:30a.m.-3:30p.m. (During normal school hours)

PLEASE PROVIDE THE INSTITUTION(S) INFORMATION TO WHICH THE OFFICIAL TRANSCRIPT(S) SHOULD BE SENT

1. _____ INSTITUTION NAME/ADDRESS	2. _____ INSTITUTION NAME/ADDRESS	3. _____ INSTITUTION NAME/ADDRESS
_____	_____	_____
_____	_____	_____
_____	_____	_____

SIGNATURE: _____

Submit your transcript request through ONE of the following options:

E-mail: Registrar4BHS@gmail.com

Fax: 713-556-5369, OR

US Mail: Bellaire High School-Registrar's Office-5100 Maple St. Bellaire, TX 77401

FOR REGISTRAR'S OFFICE USE ONLY:

Date Processed _____ Processed By: _____ Type of ID: _____ \$2 Fee Collected: _____