

# G. C. Scarborough High School

4141 Costa Rica  
Houston, TX 77092  
713-613-2200, Fax: 713-613-2205



## Transcript Request

*(Please allow up to 3 days 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: \_\_\_\_\_

### **Student name while enrolled:**

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

Date of Birth: \_\_\_\_\_ Phone #: \_\_\_\_\_

Check the appropriate box: \$1.00 charge for transcripts

Official (sealed) transcript(s)  # \_\_\_\_\_ Unofficial transcript(s)  # \_\_\_\_\_

Reason for transcript request: \_\_\_\_\_

For transcripts prior to 2015 contact: 713- 556- 6780  
HISD Inactive Student Records at:  
4400 W. 18th Street  
Houston, Texas 77092



## Verification of Enrollment Letter Request

*(Please allow up to 3 days for processing)*

**Student name:** Last: \_\_\_\_\_ First: \_\_\_\_\_, ID# \_\_\_\_\_

**Note: Guardian/Parent requesting VOE must be stated on the student record as a contact person.**

Reason:  Driver's Lic.  Social Security  Child Support  Other: \_\_\_\_\_

### Office use only:

Signature of student/guardian: \_\_\_\_\_ Date \_\_\_\_\_

Fee received? \_\_\_\_\_ Yes/No Staff initials: \_\_\_\_\_

*Note: We cannot accept request for transcripts over the telephone. We do not fax transcripts. Documents must be picked up within 30 days.*