



# Bellaire High School

5100 Maple Street  
Bellaire, TX 77401  
Ph: 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, or passport)
- If the former student is over 18 years old, ONLY the student can submit a request.
- Pay the \$2 fee before the request is processed.
- Allow up to 3 business days for processing.

Date of Request: \_\_\_\_\_

### NAME WHILE ENROLLED:

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

Student ID# (if known): \_\_\_\_\_ 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](mailto: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: \_\_\_\_\_

Picked Up: \_\_\_\_\_ Mailed On: \_\_\_\_\_ TREX On: \_\_\_\_\_ Pending Fee: \_\_\_\_\_