



SHARPSTOWN HIGH SCHOOL

7504 Bissonnet Street
Houston, TX 77074



HIGH SCHOOL RECORDS REQUEST FORM

Records will be mailed via U.S. Mail. No records will be e-mailed or faxed.

Name student used **while in school** (e.g. maiden name of married student, name change, etc.):

Last First Middle

Date of Birth: Month _____ Day _____ Year _____ Social Security Number _____ - _____ - _____

Last high school attended in HISD: _____

Last year in attendance: _____ Did student graduate? () Yes () No

Any additional instructions? _____

() Official Transcript to be sent to a School or Employer
(official transcripts will not be sent to students)

() Unofficial Transcript to be mailed directly to Student

() Most Recent Report Card

Complete address where record is to be mailed: _____

Local or toll-free telephone number where you can be reached: _____

Student Signature (current name used)

Date

***Request must include a copy of your valid **DRIVER'S LICENSE** or **STATE ID CARD**. Current students can include a copy of their Sharpstown High School Student ID.**

****All mailed records requests MUST include a postage paid envelope with the complete address where the record is to be mailed. E-mailed requests do NOT require an envelope.**

Mailed request: Sharpstown High School
ATTN: Registrar's Office
7504 Bissonnet Street
Houston, TX 77074

Emailed request: Email form and image of ID to
Alma.Atha@houstonisd.org