

**JACK YATES HIGH SCHOOL  
OFFICIAL TRANSCRIPT REQUEST  
(FORMER STUDENTS)**



**Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**DOB:** \_\_\_\_\_ **Student ID#:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Did you graduate from Yates?**      **YES**      or      **NO**

**If so, what year did you graduate?** \_\_\_\_\_

Email your request to: [qthomas@houstonisd.org](mailto:qthomas@houstonisd.org).

**Transcripts can only be requested by former students with a valid Texas ID. Identification must be presented when picking-up the transcript:**

**TX-DL**

**TX-ID**

(To be completed by the office)

**Request Completed Date:** \_\_\_\_\_

**Picked-up by:** \_\_\_\_\_

**Picked-up date:** \_\_\_\_\_

**There is a 48-HOUR processing time on most requests.  
You will be contacted when the transcript is ready for pick up.  
Please fill this form out completely failure to do will result in a slower  
processing time.**