



Kashmere Senior High School

The Conrad O. Johnson School of Performing and Visual Arts
6900 Wileyvale Road • Houston, TX 77028 | Phone: 713-636-6400 • Fax: 713-636-6433
Reginald Bush – Principal

METHODS FOR SUBMITTING THE FORMER STUDENT TRANSCRIPT REQUEST

* Transcript request 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 (vcrawford@houstonisd.org) and attach a picture of your ID to the email.

*If you wish to have a third-party visit our campus to submit your form, 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 a photo ID directly to vcrawford@houstonisd.org. PLEASE NOTE: The person picking up the official 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 request are only processed once per week (Wednesday), So please plan ahead.

Mail written requests to Registrar-Kashmere High School, 6900 Wileyvale, Houston TX 77028 Send email request to: vcrawford@houstonisd.org

If you have additional questions, please call us at 713-636-6400