

Records Request

Please carefully read the processes for records request.

If you need copies of permanent student records for your child, please be advised of the following:

If your child is currently enrolled at Golfcrest, please send an email to Kgarcia5@houstonisd.org requesting the documents you need. Include the name of the student and your name and phone number. If you do not have email you may come in person to request but please be advised that the record request will not be filled at that time. Please allow a minimum of 48hrs for the request to be fulfilled.

If your child has left Golfcrest and is currently attending another HISD campus you must request records at that campus. If a student moves schools within the district all the student records are moved as well to the last HISD campus.

If your child has left the district. The last known HISD campus will have their records for 5 years beginning on their last completed year at that HISD campus. For example, if your student was at Golfcrest and graduated in the year 2022 and did not continue their education with HISD, the records would stay on file at Golfcrest until the school year 2027. After the 5-year mark records are sent to the district office.

If another school in Texas is needing records for your child, they must create a TREX request that will be fulfilled accordingly. TREX is a system all schools in Texas use to request, send, and receive student documents in a secure way between campuses.

If a school is outside of Texas and needing records, they must email the request to Kgarcia5@houstonisd.org. Please include the students name, and birthdate according to their birth certificate and if known their last year at Golfcrest.

Record Requests for students who attended in HISD for 9th-12th grade only

Effective, November 7, 2022, HISD Alumni Transcripts and Student Record will no longer be issued in person at the Hattie Mae White Administrative building.

Individuals must request transcripts and other student records by accessing this website: <https://houstonisdtx.scriborder.com>.

Requestors will incur an \$8.00 fee for processing. Transcripts will no longer be issued in person under any circumstances. *Memo from HISD district office.*

Respectfully,

Mrs. Garcia

Campus SIR

Golfcrest Elementary

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