



**SCHOOL RECORDS REQUEST FORM**  
**FOR STUDENTS NOT CURRENTLY ENROLLED IN TAYLOR ISD**

Records should be requested in writing from the Registrar.  
These requests can be mailed or emailed to:

Abigail Cisneros  
Taylor High School Registrar  
355 FM 973  
Taylor, TX 76574  
[acisneros@taylorisd.org](mailto:acisneros@taylorisd.org)

\*\*\*Please allow up to 10 business days for processing\*\*\*

There is a \$10.00 charge for processing transcripts. The \$10.00 must be paid prior to mailing the Transcript or paid for at the time of pick-up.

**INFORMATION NEEDED**

Please check one: ☐ UNOFFICAL TRANSCRIPT ☐ OFFICAL TRANSCRIPT

Name of student while attending school: (Please print)

\_\_\_\_\_

Did You Graduate from Taylor High School? Y / N    If yes, what year? \_\_\_\_\_

If you did not graduate, what year would you have graduated? \_\_\_\_\_

Grades Attended at TISD \_\_\_\_\_

**Please note** - School districts are not required to keep student records if the student left the district before entering 9th grade UNLESS classes taken before entering 9th grade included High School credit courses.

Phone Number where you can be reached: \_\_\_\_\_

Last four Digits of SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of College or Address where records should be sent: \_\_\_\_\_

\_\_\_\_\_

Street Address

Apt.#

City

State

Zip

**OR:**

Records will be picked up by: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Office use only: (Date processed and prepared by) \_\_\_\_\_