

TRANSCRIPT REQUEST FORM

FOR STUDENTS NOT CURRENTLY ATTENDING THS

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

Abigail Cisneros,
Taylor High School Registrar
355 FM 973
Taylor, TX 76574
Fax: 512-365-1351
acisneros@taylorisd.org

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. Please allow 24 hours for processing.

INFORMATION NEEDED

Please check one: UNOFFICAL TRANSCRIPT OFFICAL TRANSCRIPT

Name of student while attending school: (Please print)

Year of Graduation or last year of Attendance: _____

Phone Number where you can be reached: _____

Last four Digits of SSN: _____ Date of Birth: _____

Address Where Transcript should be sent: _____

Street Address

Apt.#

City

State

Zip

Or:

Transcript will be picked up by: _____

Signature: _____ Date: _____

Office use only: (Date processed and prepared by) _____

Taylor ISD *www.taylorisd.org* 512-352-6326 * FAX: 512-365-1351