

# Klein Forest Transcript Request Form

Transcripts are \$2.00 each.

Payment must accompany the request form.

- Allow 2 school days for transcripts to be processed and mailed once the form has been received by the Registrar's Office.
- **Please allow 2 days for Postdated & Deadline items so they can get there in enough time.**
- **Final transcripts for the current year graduating class are mailed approximately the second week of June.** Transcript requests received AFTER JUNE 15TH will not be processed until the Registrar's Office reopens in August.
- An **OFFICIAL TRANSCRIPT** with the school seal must be mailed directly to a college or university. **Official transcripts cannot be given to a student or parent.**
- An **UNOFFICIAL** transcript is any transcript that is hand-carried. It does not have the school seal.
- **\*\*Please be cautious of 3<sup>rd</sup> party "transcript services" available on the Internet. Such transcript services are unnecessary and KISD prohibits records of any type being sent to them. The Klein Forest Registrars' Office will send transcripts upon request by the student to any college/university by following the above procedures.**

STUDENT INFORMATION: Please print. Use full name as on school records.

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Student ID# \_\_\_\_\_ Graduation Year/Last attended \_\_\_\_\_

Student or Parent Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

Phone Number \_\_\_\_\_

TRANSCRIPT INFORMATION: **Please print. Include all requested information.**

\_\_\_\_\_ Official to be mailed

\_\_\_\_\_  
Name of College/University, Scholarship Committee, Business

\_\_\_\_\_  
Street Address/ P. O. Box

\_\_\_\_\_  
City, State Zip Code

\_\_\_\_\_ Unofficial to be mailed    \_\_\_\_\_ Unofficial to be picked up

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State Zip Code

School mailing address: Klein Forest High School  
Registrar's Office  
Attn: Ms. Rodriguez  
11400 Misty Valley Dr.  
Houston, TX 77066  
Fax: 832-484-7801

For office use only. Do not write in this area.

\$2.00 Attached \_\_\_\_\_ Application Attached \_\_\_\_\_ Date mailed \_\_\_\_\_