**Dickinson Independent School District**

**\_\_\_\_\_ Current Senior**

 **# Free 1 2 3 4**

\_\_\_\_ **Send Electronically**

**(This option is only available for Texas Colleges or Universities that are set up to receive electronic transcripts)**

**Dickinson High School**

**Transcript Request**

**3800 Baker Drive**

**Dickinson, Texas 77539**

**Tel: 281-229-6400**

**Fax: 281-229-6403**

* **To receive a copy of your transcript, please provide ALL of the following information.**
* **There is a processing period of up to ten (10) business days and a $2.00 processing fee**
* **As per the *2011-2012 Student Handbook* high school seniors can receive up to (4) free transcripts after that there is a $2.00 processing fee**
* **One transcript per request.**
* **If your last school was DCC you should request your transcript from DCC**

**Current Grade Level:**  ⁯9th ⁯10th ⁯11th ⁯12th **Student I.D. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| Student First Name | Student Middle Name | Student Last Name | Student Maiden Name(If Married) |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Today’s Date | Student D.O.B. | Social Security Number | Daytime Phone |
|  |  |  |  |

|  |  |
| --- | --- |
| **⁯ Hold for pickup** | Transcipts will be in the front office of DHS after 10 business days for pick up. |

**CHOOSE ONE:**

|  |  |
| --- | --- |
| **⁯ Mailed to:** | If mailing to a college it must go from school to school and not to your home address. |

**Records will be sent to the address specified below (Required if mailing):**

|  |  |
| --- | --- |
|  | ADDRESS |
| Name: |  |
| Department: |  |
| Address 1: |  |
| Address 2: |  |
| City, State, Zip |  |

**\*\*\*\***FILL OUT ONLY IF YOU ARE **NOT** A CURRENT DICKINSON HIGH SCHOOL STUDENT**\*\*\*\***

|  |  |
| --- | --- |
| **Name of last DISD school attended****(DCC students should request from DCC)** |  ⁯Dickinson High School   ⁯Dickinson Continuation Center  |
| **Last year in DISD school?** |  |
| **Last grade level completed?** |  ⁯9th ⁯10th ⁯11th ⁯12th  |
| **Did you graduate?** | ⁯Yes Year\_\_\_\_\_\_\_\_ ⁯No  |

|  |  |  |  |
| --- | --- | --- | --- |
| Relationship of person student making request: | ⁯ Self | ⁯ Parent | ⁯ Legal Guardian |

**Signature of Parent/Guardian or Student if 18**

**Student Records Use Only**

|  |
| --- |
| Completed: |